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ABSTRACT

Directed towards designers of vocational education training programs, the document presents statistical data and discussion concerning employment trends in Indiana for various industries in the wholesale and retail trade sector. Data are based on a survey conducted in 1973-74, covering 5,986 establishments and 202,070 employees, with a usable response rate of 71.2% from the employer sample and 75.4% from the employee sample. A narrative of employment trends for industries within the wholesale and retail sector is presented, illustrated by tables and diagrams, and followed by examinations of individual industries tabulating with discussion staffing patterns and numbers employed by occupation or occupational group. Wholesale trade industries examined include: motor vehicles and automotive equipment; drugs, chemicals, and allied products; groceries and related products; farm product-raw materials; electrical goods; hardware, plumbing, and heating equipment and supplies; machinery, equipment and supplies; and miscellaneous wholesalers. Retial industries examined include: building materials, hardware, and farm equipment dealers; department stores; general merchandise stores; food stores; gasoline service stations; automotive dealers; apparel and accessory stores; furniture and home furnishing stores; eating and drinking places; and miscellaneous retail stores. User guidelines, occupational titles and definitions, and a discussion of methodology are included. (LH)

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RESEARCH AND STATISTICS SECTION • INDIANA EMPLOYMENT SECURITY DIVISION

Indiana Labor Market

STAFFING PATTERNS
IN WHOLESALE AND
RETAIL TRADE INDUSTRIES

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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Occupational Employment Statistics program

CE006008

STAFFING PATTERNS
IN
THE WHOLESALE AND RETAIL TRADE INDUSTRY
IN INDIANA

An Occupational Employment Statistics survey
conducted by the
Research and Statistics Section of the
INDIANA EMPLOYMENT SECURITY DIVISION
in cooperation with the
U.S. BUREAU OF LABOR STATISTICS
and the
EMPLOYMENT AND TRAINING ADMINISTRATION
(formerly Manpower Administration)

October 1975

PREFACE

This publication presents data from the survey phase of the Occupational Employment Statistics Program. The OES program is a cooperative Federal-State undertaking of the various State Employment Security Agencies, the Bureau of Labor Statistics and the Employment and Training Administration (formerly Manpower Administration). It is an expansion of occupational labor market information provided in the past, in response to heightened need for occupational data by vocational training educators, career counselors, industry planners, labor organizations and government agencies.

A future goal of the OES program is the use of the survey data to produce periodic projections of employment by occupation. Current projections in Indiana's Interim Manpower Projections, 1970-1980 are based on Census data. Future projections will incorporate OES survey data.

Currently OES surveys are being conducted in 31 states. The information from employers in the various industry groups shows the current occupational staffing patterns. The data received are statistically expanded to reflect the total employment in the industry groups.

In Indiana, survey data have been published for the manufacturing and selected nonmanufacturing sectors. This is the first publication of wholesale and retail trade data. Surveys are planned for State and local government, federally regulated industries, hospitals, and education. Surveys are repeated over a three-year cycle in order to help identify changing staffing patterns, especially emerging occupations which may require special training.

The response of Indiana employers has been excellent and we extend our thanks to them.

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INTRODUCTION

OCCUPATIONAL EMPLOYMENT IN THE WHOLESALE AND RETAIL TRADE INDUSTRY

The material in this OCCUPATIONAL EMPLOYMENT STATISTICS publication, like that for the manufacturing and selected nonmanufacturing industries, is intended to inform users about the occupational composition of the industries in the State. It is directed particularly to those who are concerned with designing vocational education programs to train workers to fill the needs of industry.

A narrative of the employment trends for the various industries in the wholesale and retail trade sector is presented to provide a background of the employment patterns of the industries, and to aid in identifying industries having the greatest potential for expansion and having the largest need for replacement workers. This is followed by the staffing patterns of the industries, the number employed by occupation, and the per cent each occupation, or occupational group, comprises.

Because of the many possible uses of the data from this publication, the following explanations and guidelines are offered:

1. The survey questionnaires used in the Occupational Employment Statistics program for industry groups are based upon industry designations as outlined in the Standard Industrial Classification Manual of 1967, prepared by the U.S. Office of Statistical Standards. Questions regarding industry classifications can be clarified by consulting the SIC Manual.

2. Occupational lists, which are preprinted on the questionnaires for the various industries, have been developed from nationwide surveys. It is possible that occupations which are found in only a few areas may not have been included although space was provided on the questionnaire for additions by the respondents. If these were added, and were of numerical significance, they were included in the final estimates and appear in the publication.

3. The figures published are estimates based upon the data collected from the sample and then expanded to the total employment of the industry in Indiana. To emphasize that these are estimates, the figures have been rounded to the nearest 0 or 5.

4. With the use of sampling techniques, the possibility of error exists. To allow for this, a range of accuracy for each individual occupation is shown. If an occupation is estimated as 190 and the range of accuracy is shown as 165 to 215, it indicates that there is a possibility that the estimates may be as many as 25 employees too high or too low as a result of sampling errors.

5. The publication provides the estimated number and the occupational mix of the employed under the circumstances prevailing at the time of the survey (1973-74). Occupational information to date has been limited to staffing patterns of certain industries or the number of occupations listed in the decennial Census. Although basic staffing patterns of an industry change rather slowly, a study of current occupational structure is important in order to anticipate demand. Detailed staffing patterns by industry are part of the necessary information in determining future need.

   Replacement of workers, as well as industry growth, provide job openings for which trained workers are needed. Most replacement demand is caused by separation from the labor force due to retirement, death, or withdrawal from the labor force, which averages about four per cent a year for all occupations. Also, workers are occupationally and geographically mobile and this is another source of replacement demand. In addition to replacement demand, industry growth creates demand.

6. Confidentiality restrictions include the disclosure of any occupation reported by fewer than three establishments in a survey. Because of this limitation, some occupations have been included in the "all other" category as a composite of several occupations and thus a range of accuracy cannot be statistically estimated.

7. Although definitions have been provided for both "salesperson" and "sales clerk", their use in the industry is not always clearly defined and is often used interchangeably. In the narratives for the staffing patterns we have used the term "sales people" as the inclusive title for those engaged in sales work while in the tables we have shown the various breakouts.

8. The OES program was designed initially to produce Statewide data. Future surveys will provide data for some regions as well. For those wishing to use the Statewide data on an area or regional basis, it is suggested that the types of industries in the locality be determined first and then the per cent distribution of occupations applied. Occupations showing the greatest number employed are likely to be the occupations for which openings and/or training needs will occur in the future.

9. As the cycle of the OES surveys is repeated, changes in the staffing patterns of industries can be identified, including emerging and declining occupations.

10. Future plans for the OES program include the development of a matrix from these data from which projections of occupational demand both for replacement and growth can be produced.

Technical assistance in use of the survey data and additional information can be secured from the Research and Statistics Section of the Indiana Employment Security Division. The information in this publication can be an invaluable tool in determing future needs for workers in the Hoosier State because it shows the occupational composition of the employed. Growth and replacement needs both center around this basic structure.

Comments and suggestions for the improvement of these data are always welcome.

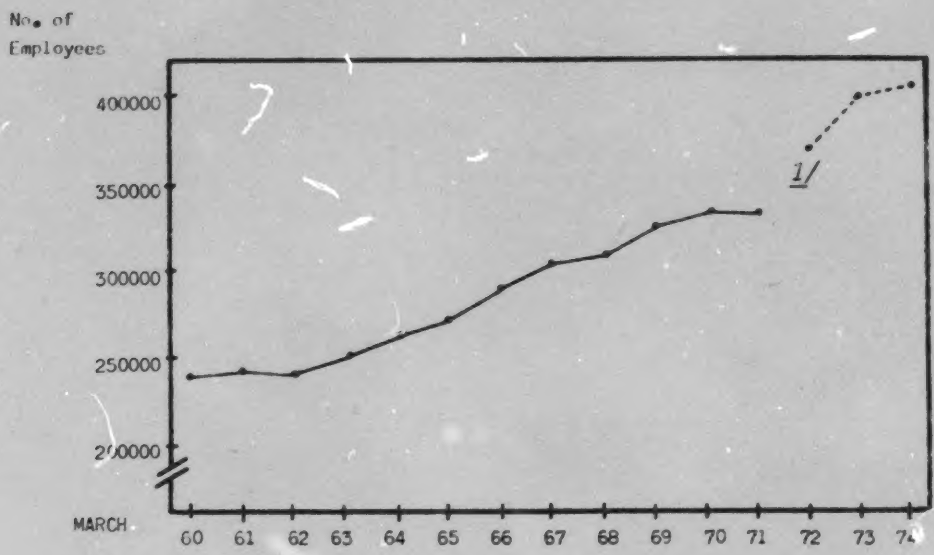
OCCUPATIONAL EMPLOYMENT IN THE WHOLESALE AND RETAIL TRADE INDUSTRY IN INDIANA
(SIC 50-59)

The smiling waitress who serves you a cup of coffee on your morning break, the cashier who takes your money as you pay the check, the butcher who cuts those steaks for you to take home, the pharmacist who fills those needed prescriptions for your family, the sales clerk who sells you a new shirt or blouse, the attendant filling up the gas tank of your car, the florist who sends those beautiful flower arrangements, the driver of the musical truck that brings ice cream goodies to your family every evening during the summer, these and hundreds of others are providing you with the services that enable you to enjoy the products that we as Americans find a part of our life style. They are employed in occupations which are common to distributing, merchandising, and selling goods either to a wholesaler or to a personal consumer like yourself. These are people who make up the wholesale and retail trade industry.

This industry, which is so important to our way of life, is often taken for granted, yet one of every five Hoosiers working in nonagricultural wage and salary employment is engaged in the wholesale and retail trade industry. More than 405,000 persons are actively engaged in buying and selling merchandise at the wholesale or retail level and providing the necessary supportive services in connection with these activities.

In Indiana this industry has shown strong growth since 1960, increasing by more than 55 per cent in the number of establishments and by more than 60 per cent in employment. This growth has occurred during a time when many retail establishments have moved from the traditional downtown areas into the fast growing shopping centers and suburban stores. During this period many establishments have altered their operations from primarily sales service to self-service with smaller sales staffs and increased numbers of cashiers. Changes which have occurred in specific retail groups are discussed in the narratives for these sectors of the industry. The following graph shows the growth in employment in the trade industry in Indiana from 1960 through 1974:

EMPLOYMENT TREND IN WHOLESALE AND RETAIL TRADE IN INDIANA



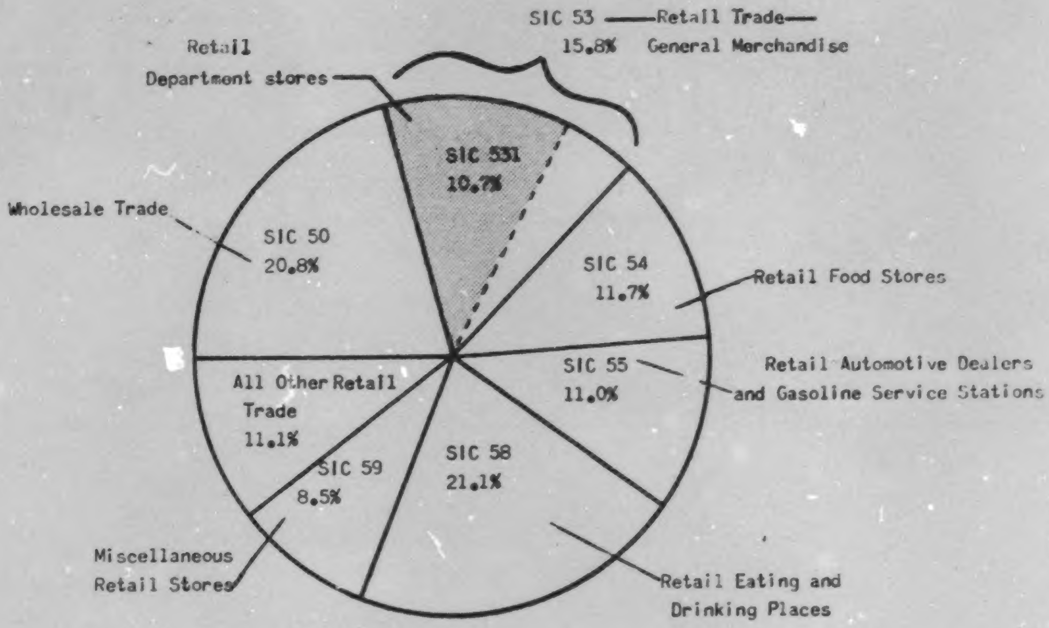
NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

The wholesale and retail trade industry serves the public directly and therefore this industry is concentrated in areas of heavy population. Seven Counties: Allen, Delaware, Lake, Marion, St. Joseph, Vanderburgh, and Vigo have more than 38 per cent of the trade establishments and 52 per cent of the employment. Marion County (Indianapolis) has 14 per cent of the State's trade establishments, and almost one-fourth of the employment.

The wholesale and retail trade industry is made up of nine major categories: SIC 50, wholesale trade; SIC 52, retail building materials, hardware, and farm equipment dealers; SIC 53, retail trade --- general merchandise; SIC 54, retail food stores; SIC 55, retail automotive dealers and gasoline service stations; SIC 56, retail apparel and accessory stores; SIC 57, retail furniture, home furnishings, and equipment stores; SIC 58, retail eating and drinking places; and SIC 59, miscellaneous retail stores. The following pie chart illustrates the percentage of employment in each of the major categories within the trade industry:

PERCENTAGE OF EMPLOYMENT IN THE VARIOUS WHOLESALE AND RETAIL TRADE CATEGORIES



As can be noted retail eating and drinking places (SIC 58) has the largest percentage of employment with more than one of five persons employed in the trade industry engaged in this sector. Wholesale trade, SIC 50, ranks second in employment with 20.5 per cent. Ranking third is retail trade --- general merchandise (SIC 53). The major component of this category is department stores which represent two-thirds of the general merchandise employment. Retail food stores (SIC 54), have 11.7 per cent of employment and automotive dealers and gasoline service stations have 11.0 per cent.

Each of the major categories is treated separately in this report. In addition, two subgroups, SIC 531, department stores; and SIC 554, gasoline service stations, have individual reports because of staffing patterns found in these industries.

STAFFING PATTERNS IN THE WHOLESALE AND RETAIL TRADE INDUSTRY IN INDIANA
(SIC 50-59)

In an industry that is primarily engaged in distribution and selling of merchandise, the largest category is sales occupations. Almost one of every four employees in the wholesale and retail trade industry is included in this category. Sales clerks, those who sell merchandise which does not necessarily require great knowledge about the product, comprise 12.3 per cent, and sales persons, those who sell products which require knowledge of the product, represent 10.2 per cent. Because these two occupations have many similarities, and the titles are often interchanged in the industry, sales people is a title used to combine the two in this report.

With the development of the self-service retail outlet, the cashier replaced many of the sales people and is the second largest occupation in this industry with 5.2 per cent of the employment. Waiters and waitresses are third with 5 per cent and store managers represent 4.6 per cent of the employment. Food preparation and service workers account for 3.5 per cent of the employment and general clerks 3.6 per cent. Automobile mechanics have 3.4 per cent and sales floor stock clerks have 3.2 per cent of the employment. The eight occupations represent over 50 per cent of the employment in the wholesale and retail trade industry.

Over fifty occupations have significant employment in this industry and are listed in the following table. Descriptions of the individual occupations listed are found at the end of the report.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	418125			100.0
MANAGERS & OFFICERS	44270			10.6
Buyers	3180	3080	3285	0.8
* Managers, Auto Service Department	1400	1350	1450	0.3
Managers, Merchandise	5965	5825	6105	1.4
* Managers, Parts Department	1245	1200	1290	0.3
* Managers, Restaurant	4355	4200	4510	1.0
Managers, Store	19240	18985	19490	4.6
* Wholesalers	2685	2595	2780	0.6
PROFESSIONAL & TECHNICAL OCCUPATIONS	6740			1.6
Accountants & Auditors	1050	1010	1090	0.3
Engineers	1115	1035	1195	0.3
* Pharmacists	2025	1920	2125	0.5
All Other Professional Occupations	1235	N/A		0.3
All Technicians	1315	N/A		0.3

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
SALES OCCUPATIONS	94500			22.6
Salespersons	42600	41875	43330	10.2
Sales Clerks	51485	50490	52475	12.3
All Other Sales Workers	415	N/A		0.1
CLERICAL OCCUPATIONS	95655			22.9
Office Clerical Occupations	55905			13.4
Bookkeepers, Hand	(9755)	9640	9870	(2.3)
Cashiers	(21800)	21310	22285	(5.2)
General Clerks	(15090)	14705	15475	(3.6)
Order Clerks	(1915)	1815	2010	(0.5)
Secretaries	(4300)	4195	4405	(1.0)
Switchboard Operators/ Receptionists	(1220)	1180	1260	(0.3)
Typist	(1825)	1745	1905	(0.4)
Office Machine Occupations	3010			0.7
Bookkeeping & Billing Machine Operators	(2250)	2175	2325	(0.5)
All Other Office Machine Operators	(760)	N/A		(0.2)
Shipping & Receiving Clerical Occupations	32950			7.9
Marking Clerks	(1250)	1175	1325	(0.3)
Shipping Packers	(3005)	2840	3170	(0.7)
Shipping & Receiving Clerks	(4830)	4670	4990	(1.2)
Stock Clerks, Sales Floor	(13420)	12970	13865	(3.2)
Stock Clerks, Storeroom & Warehouse	(10345)	10075	10620	(2.5)
All Other Clerical Workers	3890	N/A		0.9
MAINTENANCE, REPAIR, & MATERIAL HANDLING OCCUPATIONS	91800			22.0
Foremen, Nonworking	2055	1975	2135	0.5
Automobile Repair & Service Occupations	29350			7.0
* Automobile Body Repair Workers	(2105)	2000	2215	(0.5)
Automobile Mechanics	(14160)	13790	14530	(3.4)
* Cleaner, Vehicle	(1590)	1510	1670	(0.4)
* Service Station Attendants	(10515)	10030	11000	(2.5)
* Tire Changers	(980)	895	1065	(0.2)
Repair & Service Occupations (Except Autos)	3250			0.8
Alteration Tailors	(1015)	940	1085	(0.2)
Carpenter	(1230)	1110	1350	(0.3)
* Office Machine Service Repair Workers	(1005)	850	1160	(0.2)
All Other Mechanics & Repairmen	4300	N/A		1.0

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Material Handling Occupations	32995			7.9
* Baggers	(4695)	4430	4960	(1.1)
Delivery & Route Workers	(12325)	11960	12690	(2.9)
Industrial Truck Operators	(1450)	1350	1550	(0.3)
Packagers, Hand or Machine	(2075)	1965	2185	(0.5)
Order Fillers	(4160)	3925	4395	(1.0)
Truck Drivers	(8290)	8015	8570	(2.0)
Maintenance Workers, General Utility	2080	1975	2185	0.5
All Other Skilled Workers	3235	3080	3385	0.8
All Other Semiskilled Workers	8840	8515	9165	2.1
All Other Unskilled Workers	5695	5425	5960	1.4
FOOD SERVICE OCCUPATIONS	74395			17.8
* Bartender	2885	2785	2980	0.7
* Bus Boys & Girls	4175	3970	4380	1.0
* Butcher/Meat Cutter	4945	4750	5140	1.2
Cook, Restaurant	4300	4155	4445	1.0
Cook, Short Order	8500	8150	8850	2.0
Counter Workers, Lunch Room	5410	5080	5740	1.3
* Food Preparation & Service Workers	14445	13755	15140	3.5
* Hostess, Restaurant	1085	1020	1155	0.3
Kitchen Helpers	5710	5485	5940	1.4
Waiter/Waitress	20835	20220	21455	5.0
All Other Food Service Workers	2105	N/A		0.5
SERVICE OCCUPATIONS (except food)	10765			2.6
Foremen, Service (nonworking)	1365	1290	1440	0.3
Janitors, Porters & Cleaners	7870	7755	7985	1.9
All Other Service Workers	1530	N/A		0.4

**The estimates for these occupations may be somewhat understated since they were not included in the forms for SIC 531 (department stores) and this form did not have a supplemental Part III for the listing of additional occupations.*

NOTE: N/A - Not Applicable

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES IN INDIANA
(SIC 50)

Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, or professional users; or to other wholesalers; or acting as agents in buying merchandise for or selling merchandise to such persons or companies.

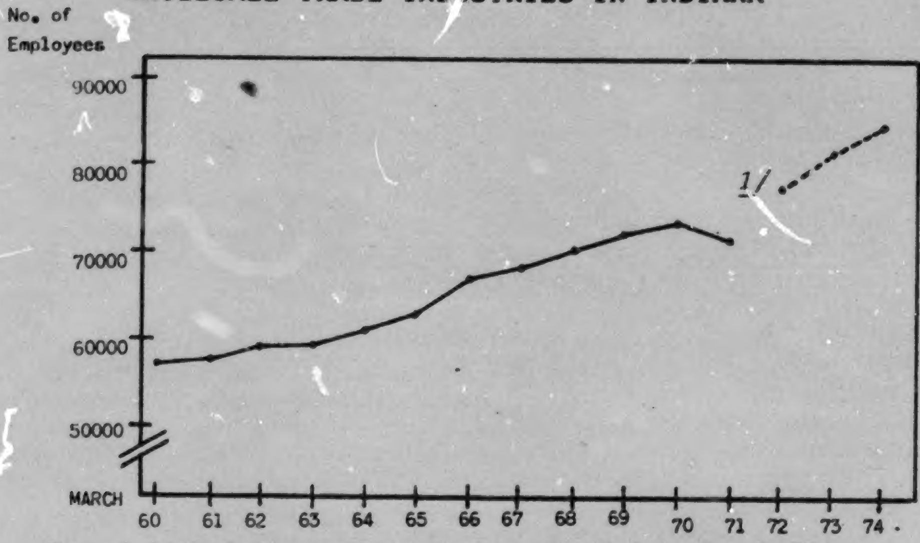
During the past several decades the demand for consumer goods has dramatically increased. This demand has in turn created the need for increased services to provide these goods. In Indiana, as in the Nation, the growth of the wholesale trade industry is a reflection of the growth of the retail trade sector. The wholesale trade industry provides the vital link between the producer and/or manufacturer of the goods and the retailer who provides the market place for the purchase of the goods by the personal consumer.

In Indiana, more than 7,200 establishments with almost 84,500 employees were engaged in the wholesale trade industry in 1974. In the trade segment of the economy, one of five persons is employed in the wholesale trade sector.

Since 1960 this industry has increased by 56 per cent in the number of establishments while employment has increased by more than 43 per cent. Wholesale trade establishments are found throughout the State; however, the greater concentration is in the larger urban areas. Eight Counties: Allen, Delaware, Elkhart, Lake, Marion, St. Joseph, Vanderburgh, and Vigo have more than half of all wholesale trade establishments and two-thirds of the total employment. Marion County (Indianapolis) has 22 per cent of the establishments and 31 per cent of the employment.

The following graph shows the growth in employment in the wholesale trade industry in Indiana from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES IN INDIANA



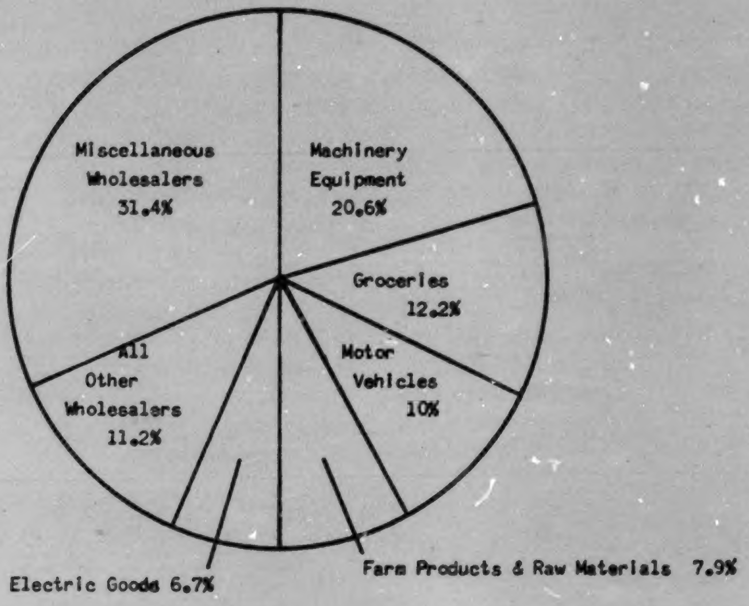
Note: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage change from four or more to one or more.

The wholesale trade industry is made up of nine categories: motor vehicles and automotive equipment; drugs, chemicals and allied products; piece goods, notions, apparel; groceries and related products; farm products-raw materials; electrical goods; hardware, and plumbing and heating equipment and supplies; machinery, equipment and supplies; and miscellaneous wholesalers. In Indiana, this latter category which includes miscellaneous wholesalers, has 30 per cent of the employment. Machinery equipment ranks second in employment with more than 20 per cent while wholesale groceries is third with more than 12 per cent of the employment. In the following pages, detailed occupational staffing patterns are presented for all categories except wholesale piece goods, notions, and apparel. The piece goods, notions and apparel category has fewer than a thousand employees in the State and is thus too small for detailed occupational information.

The pie chart below illustrates the percentage of employment in the various categories within the wholesale trade sector:

Percentage of Employment in the Various Wholesale Trade Categories (March 1974)



STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES IN INDIANA
(SIC 50)

Sales people dominate the wholesale trade industry staffing pattern with one of five persons engaged in selling activities. The transportation of the goods is also an important segment of this industry with delivery and route workers accounting for 7.4 per cent of the employment and truck drivers for 6.1 per cent. General clerks represent 6.2 per cent of the employment and merchandise managers make up 5.6 per cent of the total. Order fillers are reported for 4.4 per cent and stock clerks 4 per cent of the total staffing pattern. These seven occupations represent 53 per cent of the employment in this industry. Because of the variety and type of merchandise handled in the various categories, the occupational mix varies within the categories and these are described in the individual narratives for the categories.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	84510			100.0
MANAGERS & OFFICERS	9650			11.4
Buyers	1005	940	1070	1.2
Managers, Merchandise	4735	4605	4865	5.6
Wholesalers	2390	2275	2505	2.8
All Other Managers	1520	N/A		1.8
PROFESSIONAL & TECHNICAL OCCUPATIONS	2325			2.7
Engineers	975	855	1090	1.2
Electrical & Electronic Technicians	860	715	1000	1.0
All Other Professional Workers	295	N/A		0.3
All Other Technicians	195	N/A		0.2
SALES OCCUPATIONS	16415			19.4
Salespersons	13935	13595	14275	16.5
Sales Clerks	2435	2260	2615	2.9
All Other Sales Workers	45	N/A		0.1
CLERICAL OCCUPATIONS	23640			28.0
Office Clerical Occupations	13385			15.9
Bookkeepers, Hand	(2520)	2430	2615	(3.0)
Cashiers	(475)	440	515	(0.6)
General Clerks	(5215)	5075	5360	(6.2)
Order Clerks	(1220)	1150	1290	(1.4)
Secretaries	(2005)	1905	2110	(2.4)
Switchboard Operators/Receptionists	(705)	670	740	(0.8)
Typists	(1245)	1165	1325	(1.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Office Machine Occupations	1835			2.2
Bookkeeping & Billing Machine Operators	(1530)	1470	1585	(1.8)
All Other Office Machine Operators	(305)	N/A		(0.4)
Shipping & Receiving Clerical Occupations	8045			9.5
Shipping Packers	(2480)	2320	2635	(2.9)
Shipping/Receiving Clerks	(2160)	2040	2280	(2.6)
Stock Clerks, Storeroom & Warehouse	(3405)	3230	3580	(4.0)
All Other Clerical Workers	375	N/A		0.4
MAINTENANCE, REPAIR, & MATERIAL HANDLING OCCUPATIONS	31405			37.2
Foremen, Nonworking	1280	1230	1330	1.5
Repair & Maintenance Occupations	7035			8.4
Machinists	(210)	165	260	(0.2)
Maintenance Workers, General Utility	(1340)	1235	1445	(1.6)
Mechanics, Automotive	(2790)	2585	2995	(3.3)
Office Machine Service Workers	(905)	745	1060	(1.1)
Opticians, Dispensing/Optical Mechanics	(300)	235	370	(0.4)
Welders & Flamecutters	(220)	180	260	(0.3)
All Other Mechanics & Repair Workers	(1270)	N/A		(1.5)
Material Handling Occupations	16150			19.1
Delivery & Route Workers	(6255)	5965	6540	(7.4)
Industrial Truck Operators	(1015)	950	1085	(1.2)
Order Fillers	(3735)	3550	3920	(4.4)
Truck Drivers	(5145)	4915	5380	(6.1)
All Other Skilled Workers	805	N/A		1.0
All Other Semiskilled Workers	3255	N/A		3.9
All Other Unskilled Workers	2880	N/A		3.4
SERVICE OCCUPATIONS	1075			1.3
Janitors, Porters, & Cleaners	820	780	860	1.0
All Other Service Workers	255	N/A		0.3

NOTE: N/A - Not Applicable

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: MOTOR VEHICLES AND AUTOMOTIVE EQUIPMENT IN INDIANA
(SIC 501)

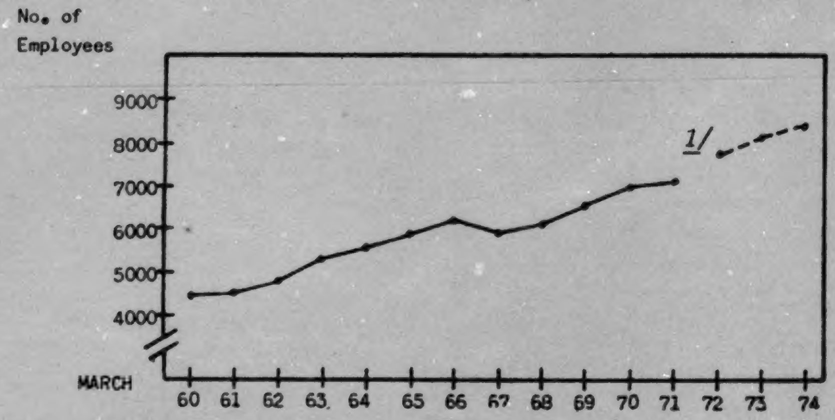
Establishments primarily engaged in the wholesale distribution of motor vehicles and automotive equipment.

In 1974, more than 8,400 persons were employed in the wholesale motor vehicles and automotive equipment trade industry in Indiana. These workers were employed in over 630 establishments throughout the State with the greater concentration in the larger metropolitan centers. More than half of the establishments are located in Allen, Elkhart, Lake, Marion, St. Joseph, Vanderburgh, and Wayne Counties. The employment in the seven counties represents over two-thirds of the total employment in this industry. The number of establishments expanded by over 110 per cent during the 14-year period from 1960. Employment in this same period increased more than 80 per cent. In Indiana, the motor vehicles and automotive equipment industry represents 10 per cent of all wholesale employment.

The growth in both the number of establishments and the employment reflects the increased use of the private automobile and truck transportation in the United States during the past 14 years. The increased demand at the retail level has in turn created a demand for wholesalers to provide the necessary services between the manufacturer and the retailer. Current problems in the oil industry, however, may have some effect upon this industry's growth pattern in the coming decade.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES:
MOTOR VEHICLE AND AUTOMOTIVE EQUIPMENT IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage change from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: MOTOR VEHICLE AND AUTOMOTIVE EQUIPMENT IN INDIANA

(SIC 501)

Sales people make up one of every five workers in the wholesale motor vehicles and automotive equipment industry in Indiana. Ranking second in employment are auto mechanics with 15 per cent of the employees. Stock clerks, storeroom and warehouse, account for 7 per cent of the employment in the industry with general clerks making up 6.8 per cent. Merchandise managers are reported for 6.5 per cent of the staffing pattern in the industry and shipping packers for 5.5 per cent. These six occupations represent over 60 per cent of all employment in this sector of the wholesale trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	8755			100.0
MANAGERS & OFFICERS	1030			11.7
Buyers	90	75	105	1.0
Managers, Merchandise	570	520	620	6.5
Wholesalers	240	205	275	2.7
All Other Managers	130	N/A		1.5
PROFESSIONAL OCCUPATIONS	30			0.4
All Professional Occupations	30	N/A		0.4
SALES OCCUPATIONS	1705			19.5
Salespersons	1280	1200	1365	14.6
Sales Clerks	425	355	490	4.9
CLERICAL OCCUPATIONS	2835			32.4
Office Clerical Occupations	1450			16.5
Bookkeeping & Billing Machine Operators	(175)	145	205	(2.0)
Bookkeepers, Hand	(250)	220	285	(2.9)
Cashiers	(70)	55	85	(0.8)
General Clerks	(595)	530	660	(6.8)
Order Clerks	(125)	100	145	(1.4)
Secretaries	(100)	80	120	(1.1)
Switchboard Operators/Receptionists	(60)	50	65	(0.7)
Typists	(75)	60	90	(0.8)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	1325			15.2
Shipping Packers	(480)	420	540	(5.5)
Shipping/Receiving Clerks	(235)	200	270	(2.7)
Stock Clerks, Storeroom & Warehouse	(610)	525	695	(7.0)
All Other Clerical Workers	60	N/A		0.7
MAINTENANCE, REPAIR, & MATERIAL HANDLING OCCUPATIONS	3015			34.4
Foreman, Nonworking	170	155	185	1.9
Repair & Maintenance Occupations	1550			17.7
Machinists	(105)	60	145	(1.2)
Mechanics, Automotive	(1305)	1180	1430	(14.9)
Welders & Flamecutters	(45)	20	65	(0.5)
Maintenance Workers, General Utility	(95)	75	115	(1.1)
Material Handling Occupations	885			10.1
Delivery & Route Workers	(305)	265	350	(3.5)
Industrial Truck Operators	(50)	45	55	(0.6)
Order Fillers	(345)	305	385	(3.9)
Truck Drivers	(185)	155	215	(2.1)
All Other Skilled Workers	45	N/A		0.5
All Other Semiskilled Workers	340	N/A		3.9
All Other Unskilled Workers	25	N/A		0.3
SERVICE OCCUPATIONS	140			1.6
Janitors, Porters, & Cleaners	115	100	130	1.3
All Other Service Workers	25	N/A		0.3

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: DRUGS, CHEMICALS, AND ALLIED PRODUCTS IN INDIANA
(SIC 502)

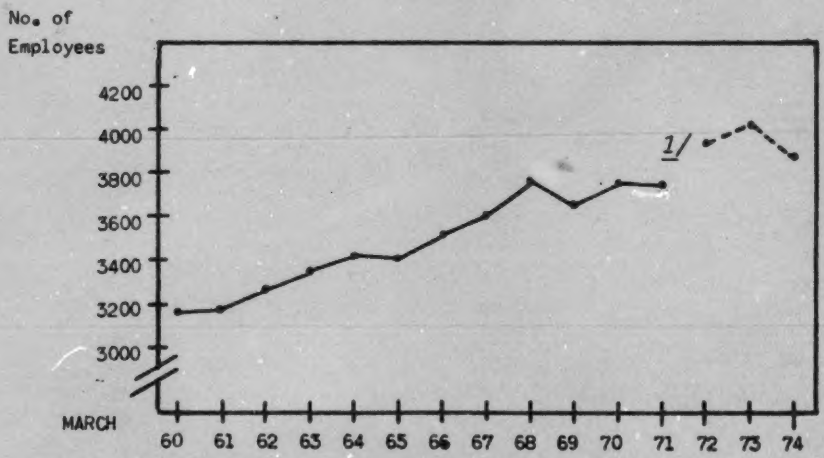
Establishments primarily engaged in the wholesale distribution of drugs, drug proprietaries, druggists' sundries, and toiletries; paints, and varnishes; and chemicals and allied products.

In 1974, almost 4,000 persons were employed in the wholesale drugs, chemicals, and allied products trade industry in Indiana. Employment was distributed in about 400 establishments, mainly in the larger urban areas. More than 55 per cent of the total State employment in this industry is located in five counties: Allen, Lake, Marion, St. Joseph, and Vanderburgh, with 35 per cent of the establishments. Small growth was registered for this industry since 1960 with an increase of 28 per cent in establishments during this period while employment increased by less than 19 per cent.

The small increase in this segment of the wholesale trade industry reflects the slow growth pattern of the retail sector of drugs and paints. The decrease in the number of independent drug and paint stores has in turn reduced the demand for the services of the wholesale suppliers during this period.

The graph below indicates the employment trends in this industry during the years 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES:
DRUGS, CHEMICALS, AND ALLIED PRODUCTS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage change from four or more to one or more.*

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: DRUGS, CHEMICALS, AND ALLIED PRODUCTS IN INDIANA
(SIC 502)

More than one of three workers in the wholesale drugs, chemicals and allied products trade industry is engaged in sales work. Sales people represent 35.6 per cent of the employment in this industry. Order fillers comprise the second largest occupation with 8.4 per cent of the employment. General clerks with 6.9 per cent and secretaries with 3.8 per cent are the leading occupations in the office clerical category. Delivery and route workers have 5.2 per cent of the employment and truck drivers 3.2 per cent. In the managerial category, merchandise managers were reported for 3.5 per cent of the employment and wholesalers for 3.2 per cent. These eight occupations represent almost 70 per cent of the occupational employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	3945			100.0
MANAGERS & OFFICERS	425			10.7
Buyers	45	35	55	1.1
Managers, Merchandise	140	115	165	3.5
Wholesalers	125	95	160	3.2
All Other Managers	115	N/A		2.9
PROFESSIONAL OCCUPATIONS	55			1.4
All Other Professional Occupations	55	N/A		1.4
SALES OCCUPATIONS	1405			35.6
Salespersons	1320	1205	1425	33.5
Sales Clerks	85	40	130	2.2
CLERICAL OCCUPATIONS	1090			27.6
Office Clerical Occupations	655			16.6
Bookkeepers, Hand	(60)	45	75	(1.5)
General Clerks	(270)	240	300	(6.9)
Order Clerks	(75)	65	90	(1.9)
Secretaries	(150)	125	170	(3.8)
Switchboard Operators/Receptionists	(20)	15	25	(0.5)
Typists	(80)	60	105	(2.0)
Office Machine Occupations	100			2.5
Bookkeeping & Billing Machine Operators	(80)	70	90	(2.0)
Keypunch Operators	(20)	20	25	(0.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	295			7.4
Shipping Packers	(100)	65	135	(2.5)
Shipping/Receiving Clerks	(100)	90	110	(2.5)
Stock Clerks, Storeroom & Warehouse	(95)	80	110	(2.4)
All Other Clerical Workers	40	N/A		1.0
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	925			23.5
Foremen, Nonworking	30	25	40	0.8
Delivery & Route Workers	205	155	255	5.2
Industrial Truck Drivers	25	20	35	0.6
Maintenance Workers, General Utility	35	25	40	0.9
Order Fillers	330	305	355	8.4
Truck Drivers	125	100	150	3.2
All Other Skilled Workers	70	N/A		1.8
All Other Semiskilled Workers	35	N/A		0.9
All Other Unskilled Workers	70	N/A		1.8
SERVICE OCCUPATIONS	45			1.1
Janitors, Porters, & Cleaners	45	30	55	1.1

NOTE: N/A - Not Applicable

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: GROCERIES AND RELATED PRODUCTS IN INDIANA
(SIC 504)

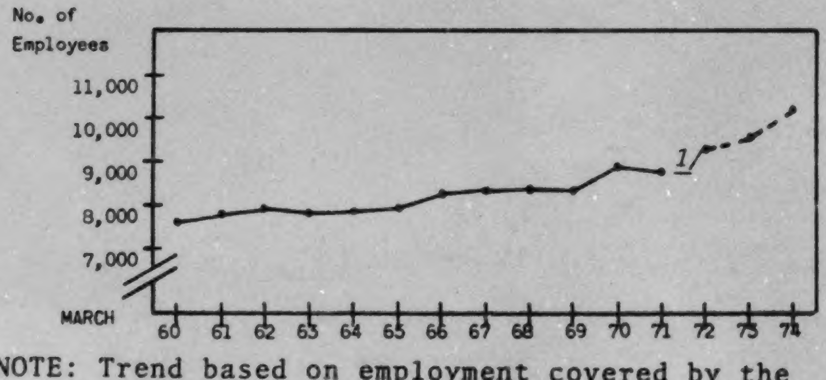
Establishments primarily engaged in the wholesale distribution of groceries; packaged quick-frozen foods; dairy products; poultry and poultry products; confectionery; fish and sea foods; fresh, cured, and processed meats; fresh fruits and vegetables; and related grocery products.

In 1974, over 10,000 persons were employed in the wholesale groceries and related products trade industry in Indiana. Employment was distributed among 725 establishments which were concentrated in the larger urban centers. Allen, Lake, Marion, Monroe, St. Joseph, Tippecanoe, Vanderburgh, and Vigo Counties had about 70 per cent of the employment and more than half of the establishments in this industry. Only modest growth was reported for this industry since 1960. Establishments increased by more than 15 per cent while employment expanded by more than 30 per cent. The wholesale grocery sector represents 12 per cent of the total employment in the wholesale trade industry in Indiana.

During the period from 1960 through 1974 the retail food sector expanded at a much faster rate than its counterpart in the wholesale sector. Most of the increase in the retail field was in the number of chain operated stores while the number of independent grocery and related food stores declined. The change in the type of ownership was reflected in the small rate of increase in the wholesale food industry.

The following graph indicates the employment trends in this industry for the years 1960 thorugh 1974:

EMPLOYMENT TRENDS IN THE WHOLESALE TRADE INDUSTRIES: GROCERY & RELATED PRODUCTS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: GROCERIES AND RELATED PRODUCTS IN INDIANA
(SIC 504)

Sales people represent 18.3 per cent of the employment in the wholesale grocery trade industry. Delivery and route workers, with 15.9 per cent of the employment, rank a very close second. An additional 7.7 per cent of workers are employed as truck drivers and 6.1 per cent as order fillers. These three occupations combine to make material handling the largest occupational category in this industry. Merchandise managers represent 4.5 per cent of the employment and general clerks represent 5.1 per cent. Stock clerks, in storerooms and warehouses, were reported for 4.2 per cent of the staffing pattern while shipping packers made up another 4 per cent. These eight occupations make up not quite two-thirds of the total employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	9630			100.0
MANAGERS & OFFICERS	885			9.2
Buyers	105	95	115	1.1
Managers, Merchandise	435	400	470	4.5
Wholesalers	220	190	255	2.3
All Other Managers	125	N/A		1.3
PROFESSIONAL OCCUPATIONS	25			0.3
All Other Professional Occupations	25	N/A		0.3
SALES OCCUPATIONS	1765			18.3
Salespersons	1595	1485	1705	16.6
Sales Clerks	150	120	175	1.6
All Other Sales	20	N/A		0.2
CLERICAL OCCUPATIONS	2460			25.5
Office Clerical Occupations	1130			11.7
Bookkeepers, Hand	(235)	215	255	(2.4)
Cashiers	(60)	40	75	(0.6)
General Clerks	(490)	460	525	(5.1)
Order Clerks	(60)	50	75	(0.6)
Secretaries	(190)	165	215	(2.0)
Typists	(95)	80	110	(1.0)
Office Machine Occupations	155			1.6
Bookkeeping & Billing Machine Operators	(90)	80	105	(0.9)
All Other Office Machine Operators	(65)	N/A		(0.7)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	1120			12.2
Shipping Packers	(385)	325	440	(4.0)
Shipping/Receiving Clerks	(330)	270	390	(3.4)
Stock Clerks, Storeroom & Warehouse	(405)	340	465	(4.2)
All Other Clerical Workers	55	N/A		0.6
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	4170			43.3
Foremen, Nonworking	130	115	150	1.4
Repair & Maintenance Occupations	230			2.4
Maintenance Workers, General Utility	(100)	85	115	(1.0)
Mechanics, Automotive	(130)	105	150	(1.4)
Material Handling Occupations	3265			33.8
Delivery & Route Workers	(1530)	1425	1635	(15.9)
Industrial Truck Operators	(255)	230	285	(2.6)
Order Fillers	(590)	530	650	(6.1)
Packagers, Hand or Machine	(145)	110	180	(1.5)
Truck Drivers	(745)	675	810	(7.7)
All Other Skilled Workers	30	N/A		0.3
All Other Semiskilled Workers	180	N/A		1.9
All Other Unskilled Workers	335	N/A		3.5
SERVICE OCCUPATIONS	325			3.4
Butchers/Meat Cutters	110	75	150	1.1
Janitors, Porters, & Cleaners	150	135	170	1.6
All Other Service Workers	65	N/A		0.7

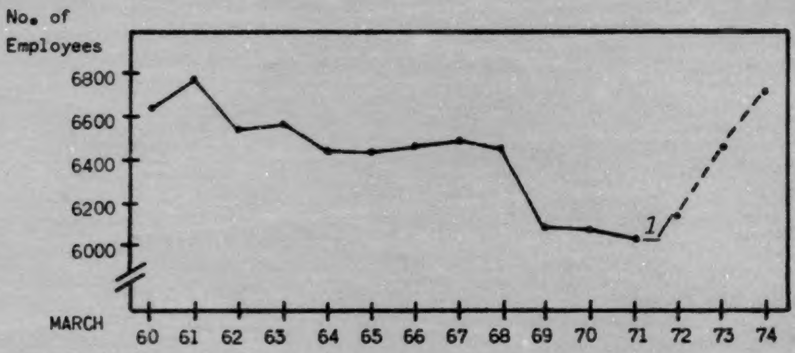
NOTE: N/A - Not Applicable

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: FARM PRODUCTS AND RAW MATERIALS IN INDIANA
(SIC 505)

Establishments primarily engaged in buying and/or marketing cotton, grain, livestock, and other farm products and raw materials.

In 1974, more than 6,700 workers were employed in the wholesale farm products and raw material trade industry in Indiana. Employment was distributed in over 500 establishments. Unlike most sectors of the wholesale trade industry, establishments in this industry are primarily located in rural areas where the products handled by wholesalers are more readily available. During the period 1960 through 1974, the number of establishments showed a small increase of 16 per cent while employment in 1974 was about the same as that in 1960. During the 14-year period there were some fluctuations in the employment as indicated in the graph below:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: FARM PRODUCTS AND RAW MATERIALS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: FARM PRODUCTS AND RAW MATERIALS IN INDIANA
(SIC 505)

The staffing pattern in the wholesale farm products and raw material trade industry is somewhat different from that of other sectors of the wholesale trade industry. In this industry laborers (unskilled workers) are the largest occupational group with 12.1 per cent of the employment. Ranking second are truck drivers with 11.1 per cent. Merchandise managers constitute 9.4 per cent of the staffing patterns. Sales people, which usually rank either first or second, rank fourth with 8.6 per cent and general clerks are reported for 7.1 per cent of the employment. Delivery and route workers have 5.9 per cent, bookkeepers 5.7, and general utility maintenance workers 5.6 per cent of the total employment. The eight occupations listed represent about two-thirds of the employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	6830			100.0
MANAGERS & OFFICERS	1130			16.6
Buyers	155	110	205	2.3
Managers, Merchandise	645	600	690	9.4
Wholesalers	265	235	295	3.9
All Other Managers	65	N/A		1.0
PROFESSIONAL OCCUPATIONS	30	N/A		0.4
SALES OCCUPATIONS	590			8.6
Salespersons	385	320	455	5.6
Sales Clerks	195	170	215	2.9
All Other Sales Workers	10	N/A		0.1
CLERICAL OCCUPATIONS	1620			23.7
Office Clerical Occupations	1225			17.9
Bookkeeping & Billing Machine Operators	(180)	165	195	(2.6)
Bookkeepers, Hand	(390)	355	425	(5.7)
Cashiers	(65)	50	75	(1.0)
General Clerks	(485)	450	525	(7.1)
Secretaries	(75)	60	90	(1.1)
Switchboard Operators/Receptionists	(30)	25	35	(0.4)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	300			4.4
Shipping/Receiving Clerks	(100)	70	135	(1.5)
Stock Clerks, Storeroom & Warehouse	(200)	155	245	(2.9)
All Other Clerical Workers	95	N/A		1.4
REPAIR, MAINTENANCE & MATERIAL HANDLING OCCUPATIONS	3385			49.6
Foremen, Nonworking	55	40	75	0.8
Repair & Maintenance Occupations	505			7.4
Maintenance Workers, General Utility	(385)	310	465	(5.6)
Mechanics, Automotive	(80)	65	100	(1.2)
All Other Mechanics & Repairmen	(40)	N/A		(0.6)
Material Handling Occupations	1375			20.1
Delivery & Route Workers	(405)	365	445	(5.9)
Industrial Truck Operators	(35)	20	45	(0.5)
Order Fillers	(180)	150	215	(2.6)
Truck Drivers	(755)	690	825	(11.1)
All Other Skilled Workers	135	N/A		2.0
All Other Semiskilled Workers	490	N/A		7.2
All Other Unskilled Workers	825	N/A		12.1
SERVICE OCCUPATIONS	75			1.1
Janitors, Porters, & Cleaners	75	65	85	1.1

NOTE: N/A - Not Applicable

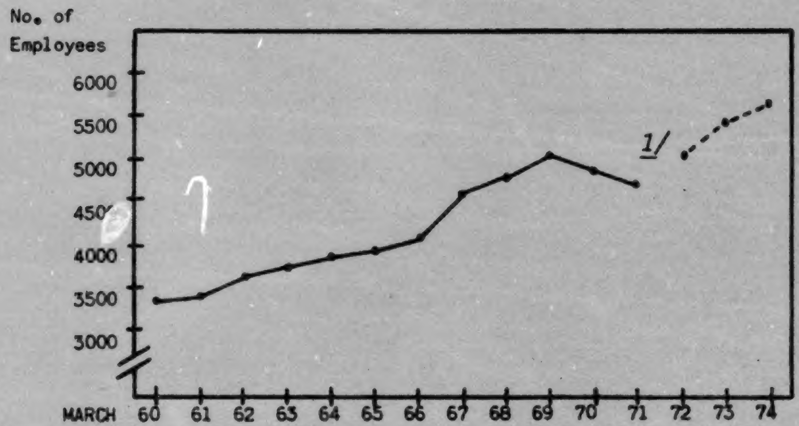
EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: ELECTRIC GOODS IN INDIANA
(SIC 506)

Establishments primarily engaged in the wholesale distribution of electrical generating, distributing, and wiring equipment as well as household appliances, whether electrically, manually, or mechanically powered.

In 1974, an average of 5,650 workers were employed in the wholesale electrical goods trade industry in Indiana. Employment was distributed in over 475 establishments. Both the number of establishments and the employment registered strong growth from 1960 to 1974. Establishments increased by almost 100 per cent. Employment during this period increased more than 67 per cent. This sector of the wholesale trade industry is heavily concentrated in the larger metropolitan areas. Marion County (Indianapolis) has one-third of the total establishments and 40 per cent of the State's employment. With the addition of Allen, Delaware, Elkhart, Lake, St. Joseph, and Tippecanoe Counties, the seven counties represent 62 per cent of the establishments and two-thirds of the employment in this industry.

The graph below indicates the employment growth of the industry from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: ELECTRICAL GOODS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES:
ELECTRICAL GOODS IN INDIANA
(SIC 506)

In the wholesale electrical goods trade industry, sales people dominate the occupational staffing pattern with one of four workers engaged in this occupational category. In second place are general clerks who represent 8.6 per cent of the employment. Merchandise managers make up 5.2 per cent of the total. Stock clerks in storerooms and warehouses are reported to make up 4.9 per cent of the employment. In addition to these, shipping packers, shipping/receiving clerks, and order fillers each account for 3.9 per cent. The seven occupations listed above make up over 54 per cent of the occupational staffing pattern of this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	5700			100.0
MANAGERS & OFFICERS	690			12.1
Buyers	110	75	145	1.9
Managers, Merchandise	295	270	320	5.2
Wholesalers	210	175	245	3.7
All Other Managers	75	N/A		1.3
PROFESSIONAL & TECHNICAL OCCUPATIONS	190			3.4
Engineers	115	85	145	2.0
All Other Professional Workers	40	N/A		0.7
All Other Technicians	35	N/A		0.6
SALES OCCUPATIONS	1380			24.2
Salespersons	1150	1055	1245	20.2
Sales Clerks	230	195	265	4.0
CLERICAL OCCUPATIONS	2165			38.0
Office Clerical Occupations	1350			23.6
Bookkeeping & Billing Machine Operators	(115)	95	130	(2.0)
Bookkeepers, Hand	(145)	130	165	(2.5)
General Clerks	(490)	405	580	(8.6)
Order Clerks	(190)	175	210	(3.3)
Secretaries	(200)	170	235	(3.5)
Switchboard Operators/Receptionists	(70)	60	80	(1.2)
Typists	(140)	115	170	(2.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	725			12.7
Shipping Packers	(225)	195	260	(3.9)
Shipping/Receiving Clerks	(220)	195	245	(3.9)
Stock Clerks, Storeroom & Warehouse	(280)	245	320	(4.9)
All Other Clerical Workers	90	N/A		1.6
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	1225			21.5
Foreman, Nonworking	90	75	105	1.6
Repair & Maintenance Occupations	700			12.3
Household Appliance Repair Workers	(85)	45	120	(1.5)
Maintenance Workers, General Utility	(60)	35	85	(1.1)
Mechanic, Automotive	(25)	10	45	(0.4)
All Other Mechanics & Repair Workers	(530)	N/A		(9.3)
Material Handling Occupations	360			6.3
Delivery & Route Workers	(55)	40	65	(1.0)
Order Fillers	(225)	195	250	(3.9)
Truck Drivers	(80)	60	100	(1.4)
All Other Skilled Workers	50	N/A		0.9
All Other Semiskilled Workers	25	N/A		0.4
SERVICE OCCUPATIONS	50			0.9
Janitors, Porters, & Cleaners	40	30	45	0.7
All Other Service Workers	10	N/A		0.2

NOTE: N/A - Not Applicable.

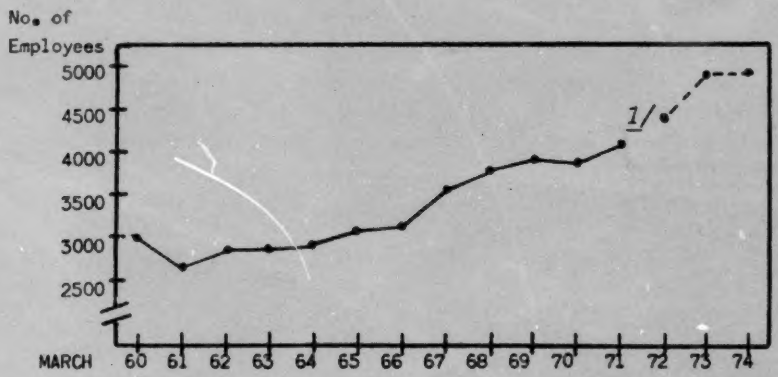
EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: HARDWARE, AND PLUMBING AND HEATING EQUIPMENT AND SUPPLIES IN INDIANA
(SIC 507)

Establishments primarily engaged in the wholesale distribution of hardware (except automobile); plumbing and heating equipment and supplies; and air conditioning, refrigeration, and ventilating equipment and supplies, (except household refrigeration and self-contained air conditioning units).

In 1974, more than 5,000 workers were employed in the wholesale hardware, and plumbing and heating equipment and supplies trade industry in Indiana. Employment was distributed in about 340 establishments. Like most wholesale industries, this sector is concentrated in the larger urban centers of the State with 51 per cent of establishments located in five counties: Allen, Lake, Marion, St. Joseph, and Vanderburgh. These five counties have 69 per cent of the employment in this industry. Since 1960 the number of establishments increased by over 87 per cent while employment during this period rose by 60 per cent.

The graph below indicates the employment pattern for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES:
HARDWARE, AND PLUMBING AND HEATING EQUIPMENT AND SUPPLIES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: HARDWARE, AND PLUMBING AND HEATING EQUIPMENT AND SUPPLIES IN INDIANA
(SIC 507)

In the wholesale hardware, and plumbing and heating equipment and supplies trade industry, sales people account for one of five workers in the industry. Ranking second among the occupations are order fillers with 8.9 per cent of the total employment while general clerks rank third with 8 per cent. Three occupations of the shipping and receiving clerical group represent 14.6 per cent of the employment in this industry: shipping packers, 5 per cent; shipping and/or receiving clerks, 4.8 per cent; and stock clerks, in storerooms and warehouses, 4.8 per cent. Truck drivers account for 4.3 per cent of the occupational staffing pattern. These seven occupations make up over 56 per cent of this industry's employment.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	5125			100.0
MANAGERS & OFFICERS	645			12.6
Buyers	185	165	210	3.6
Managers, Merchandise	200	170	230	3.9
Wholesalers	130	115	150	2.5
All Other Managers	130	N/A		2.5
PROFESSIONAL OCCUPATIONS	120			2.4
Engineers	90	60	120	1.8
All Other Professional Workers	30	N/A		0.6
SALES OCCUPATIONS	1045			20.4
Salespersons	900	825	980	17.6
Sales Clerks	140	100	180	2.7
All Other Sales Workers	5	N/A		0.1
CLERICAL OCCUPATIONS	2080			40.6
Office Clerical Occupations	1085			21.1
Bookkeepers, Hand	(170)	150	190	(3.3)
General Clerks	(410)	375	450	(8.0)
Order Clerks	(155)	140	170	(3.0)
Secretaries	(125)	105	150	(2.4)
Switchboard Operators/Receptionists	(80)	70	90	(1.6)
Typists	(145)	105	185	(2.8)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Office Machine Occupations	195			3.8
Bookkeeping & Billing Machine Operators	(110)	100	120	(2.1)
Keypunch Operators	(50)	40	60	(1.0)
All Other Office Machine Operators	(35)	N/A		(0.7)
Shipping & Receiving Clerical Occupations	745			14.6
Shipping Packers	(255)	225	290	(5.0)
Shipping/Receiving Clerks	(245)	185	310	(4.8)
Stock Clerks, Storeroom & Warehouse	(245)	220	270	(4.8)
All Other Clerical Workers	55	N/A		1.1
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	1195			23.3
Foremen, Nonworking	70	60	80	1.4
Repair & Maintenance Occupations	170			3.4
Maintenance Workers, General Utility	(45)	40	50	(0.9)
Refigeration Mechanics	(70)	45	95	(1.4)
All Other Mechanics & Repair Workers	(55)	N/A		(1.1)
Material Handling Occupations	845			16.6
Delivery & Route Workers	(90)	70	110	(1.8)
Industrial Truck Operators	(80)	65	95	(1.6)
Order Fillers	(455)	415	500	(8.9)
Truck Drivers	(220)	190	245	(4.3)
All Other Skilled Workers	30	N/A		0.6
All Other Semiskilled Workers	25	N/A		0.5
All Other Unskilled Workers	55	N/A		1.1
SERVICE OCCUPATIONS	40			0.8
Janitors, Porters, & Cleaners	40	35	45	0.8

NOTE: N/A - Not Applicable.

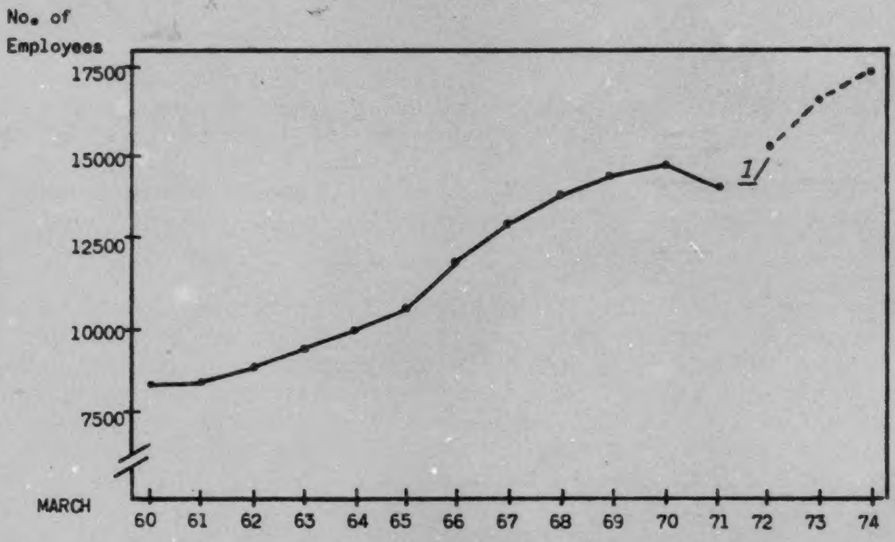
EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: MACHINERY, EQUIPMENT, AND SUPPLIES IN INDIANA
(SIC 508)

Establishments primarily engaged in selling, marketing and distributing commercial machines and equipment; construction and mining machinery and equipment; farm machinery and equipment; industrial machinery and equipment; industrial supplies; professional equipment and supplies; equipment and supplies for service establishments; and transportation equipment and supplies.

In 1974, over 17,000 persons were employed in the wholesale machinery, equipment and supplies trade industry in Indiana with employment distributed in more than 1600 establishments. Establishments in this sector of the wholesale trade are highly concentrated in the larger metropolitan areas of the State. Marion County (Indianapolis) has 30 per cent of the establishments and 45 per cent of the employment. Together with Allen, Elkhart, Lake, St. Joseph, Vanderburgh and Vigo Counties, these seven counties have 62 per cent of the establishments and 82 per cent of the employment in the State. This sector of the wholesale trade industry has more than doubled in both the number of establishments and the employment since 1960. Establishments have increased over 106 per cent during this period. Employment increased by more than 103 per cent during this same interval. One-fifth of all workers in the wholesale trade industry are employed in the machinery, equipment and supplies sector, making it the second largest sector in wholesale trade.

The graph below indicates the employment trend in this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: MACHINERY, EQUIPMENT AND SUPPLIES IN INDIANA



NOTE: Trends based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

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STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: MACHINERY, EQUIPMENT, AND SUPPLIES IN INDIANA
(SIC 508)

Sales people dominate the wholesale machinery, equipment, and supplies trade industry in Indiana with 21.9 per cent of the occupational staffing pattern. General clerks have 6.4 per cent of the employment and merchandise managers 6.2 per cent. Office machine service workers are reported at 5.1 per cent and automotive mechanics at 4.6 per cent reflecting the need in this industry for trained workers with skills in the repair of office machinery and automobiles. Electrical and electronic technicians have 4.7 per cent of the total and is the only technician occupation with significant numbers to be reported in the wholesale trade sector. These six occupations represent about 50 per cent of the occupational staffing pattern in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	16770			100.0
MANAGERS & OFFICERS	1970			11.7
Buyers	155	135	175	0.9
Managers, Merchandise	1045	990	1100	6.2
Wholesalers	300	265	330	1.8
All Other Managers	470	N/A		2.8
PROFESSIONAL & TECHNICAL OCCUPATIONS	1585			9.4
Engineers	635	545	725	3.8
Electrical & Electronic Technicians	795	710	875	4.7
All Other Professional Workers	65	N/A		0.4
All Other Technicians	90	N/A		0.5
SALES OCCUPATIONS	3670			21.9
Salespersons	3285	3175	3390	19.6
Sales Clerks	360	310	410	2.1
All Other Sales Workers	25	N/A		0.1
CLERICAL OCCUPATIONS	4745			28.3
Office Clerical Occupations	3295			19.6
Bookkeeping & Billing Machine Operators	(325)	300	350	(1.9)
Bookkeepers, Hand	(435)	401	470	(2.6)
General Clerks	(1065)	1015	1120	(6.4)
Order Clerks	(320)	290	350	(1.9)
Secretaries	(560)	515	600	(3.3)
Switchboard Operators/Receptionists	(200)	180	220	(1.2)
Typists	(390)	360	425	(2.3)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	1270			7.6
Shipping Packers	(340)	310	370	(2.0)
Shipping/Receiving Clerks	(325)	295	355	(1.9)
Stock Clerks, Storeroom & Warehouse	(605)	540	665	(3.6)
All Other Clerical Workers	180	N/A		1.1
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	4685			27.9
Foremen, Nonworking	205	185	220	1.2
Repair & Maintenance Occupations	2930			17.5
Maintenance Workers, General Utility	(285)	230	345	(1.7)
Mechanics, Automotive	(770)	690	850	(4.6)
Office Machine Service Workers	(850)	740	960	(5.1)
Optician, Dispensing/Optical Mechanics	(315)	255	375	(1.9)
Plumbers/Pipefitters	(125)	85	165	(0.7)
All Other Mechanics & Repair Workers	(585)	N/A		(3.5)
Material Handling Occupations	1050			6.3
Delivery & Route Workers	(310)	260	360	(1.8)
Order Fillers	(325)	270	380	(1.9)
Truck Drivers	(415)	365	460	(2.5)
All Other Skilled Workers	105	N/A		0.6
All Other Semiskilled Workers	215	N/A		1.3
All Other Unskilled Workers	180	N/A		1.1
SERVICE OCCUPATIONS	115			0.7
Janitors, Porters, & Cleaners	115	100	130	0.7

NOTE: N/A - Not Applicable.

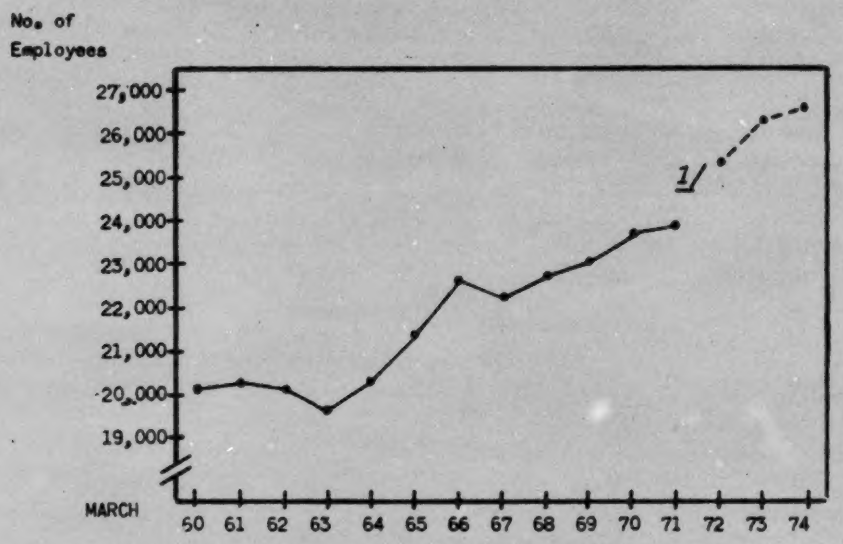
EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: MISCELLANEOUS WHOLESALERS IN INDIANA
(SIC 509)

Establishments primarily engaged in the wholesale distribution of metals and minerals; petroleum and petroleum products; scrap and waste materials; tobacco and related products; beer, wine, and distilled alcoholic beverages; paper and paper products; furniture and home furnishings; lumber and construction materials; and commodities not listed in other wholesale industries.

In 1974, 27,000 persons were employed in the miscellaneous wholesalers trade industry in Indiana. Employment was distributed in about 2,400 establishments. Because of the wide variety of commodities in this sector of the wholesale trade industry, establishments are found in most counties in the State. However, seven counties: Allen, Elkhart, Lake, Marion, St. Joseph, Vanderburgh, and Vigo Counties have 43 per cent of the total establishments and 60 per cent of the employment. Establishments grew by more than 43 per cent during the period from 1960 to 1974 while employment increased by more than 27 per cent. The miscellaneous wholesalers sector is the largest category in the wholesale trade industry with one third of all establishments and more than 31 per cent of the employment.

The graph below indicates the employment trends in this sector of the wholesale trade industry from 1960 through 1974:

EMPLOYMENT TRENDS IN WHOLESALE TRADE INDUSTRIES: MISCELLANEOUS WHOLESALERS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN WHOLESALE TRADE INDUSTRIES: MISCELLANEOUS WHOLESALERS IN INDIANA
(SIC 509)

In the miscellaneous wholesalers trade industry, sales people make up the largest percentage of the occupational staffing pattern with 17.3 per cent. Delivery and route workers are second with 12.8 per cent and truck drivers are third with 9.9 per cent of the employment. Merchandise managers and general clerks each are reported at 5 per cent of the employment. Half of the employment in this industry is made up of the five occupations listed above.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	27085			100.0
MANAGERS & OFFICERS	2765			10.2
Buyers	170	150	185	0.6
Managers, Merchandise	1355	1280	1430	5.0
Wholesalers	845	765	920	3.1
All Other Managers	395	N/A		1.5
PROFESSIONAL OCCUPATIONS	240			0.9
Engineers	130	100	160	0.5
All Other Professional Workers	110	N/A		0.4
SALES OCCUPATIONS	4675			17.3
Salespersons	3850	3635	4065	14.2
Sales Clerks	825	630	1020	3.1
CLERICAL OCCUPATIONS	6165			22.8
Office Clerical Occupations	4085			15.1
Bookkeeping & Billing Machine Operators	(415)	380	450	(1.5)
Bookkeepers, Hand	(850)	790	915	(3.1)
Cashiers	(170)	145	195	(0.6)
General Clerks	(1340)	1260	1420	(5.0)
Order Clerks	(265)	220	305	(1.0)
Secretaries	(555)	500	615	(2.1)
Switchboard Operators/Receptionists	(195)	175	220	(0.7)
Typists	(295)	250	345	(1.1)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	1965			7.3
Shipping Packers	(570)	490	655	(2.1)
Shipping/Receiving Clerks	(535)	475	595	(2.0)
Stock Clerks, Storeroom & Warehouse	(860)	730	990	(3.2)
All Other Clerical Workers	115	N/A		0.4
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	12985			47.9
Foremen, Nonworking	525	490	560	1.9
Automobile Repair & Service Occupations	470			1.7
Mechanics, Automotive	(320)	265	370	(1.2)
Service Station Attendants	(150)	80	220	(0.6)
Repair & Maintenance Occupations	780			2.9
Carpenters	(115)	65	170	(0.4)
Glaziers	(135)	90	175	(0.5)
Maintenance Workers, General Utility	(375)	340	415	(1.4)
Welders & Flamecutters	(155)	105	205	(0.6)
Material Handling Occupations	7770			28.7
Delivery & Route Workers	(3470)	3225	3715	(12.8)
Industrial Truck Operators	(515)	455	570	(1.9)
Order Fillers	(1095)	980	1215	(4.0)
Truck Drivers	(2690)	2455	2930	(9.9)
All Other Skilled Workers	285	N/A		1.1
All Other Semiskilled Workers	1960	N/A		7.2
All Other Unskilled Workers	1195	N/A		4.4
SERVICE OCCUPATIONS	255			0.9
Janitors, Porters, & Cleaners	230	210	250	0.8
All Other Service Workers	25	N/A		0.1

NOTE: N/A - Not Applicable.

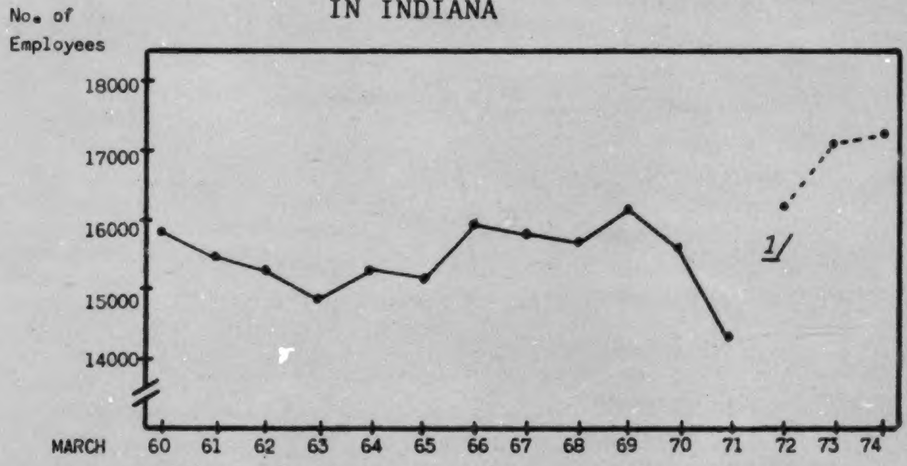
EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: BUILDING MATERIALS, HARDWARE, AND FARM EQUIPMENT DEALERS IN INDIANA
(SIC 52)

Retail establishments primarily engaged in selling, for all types of construction, lumber, building materials, and basic lines of hardware; and also farm equipment dealers and establishments engaged in selling to contractors and/or the general public.

In 1974, more than 17,000 persons were employed in the retail building materials, hardware, and farm equipment trade industry in Indiana. These persons were employed in over 2,100 establishments located throughout the State with the concentration in proportion to the population. From 1960 through 1974, the number of establishments in this industry remained nearly constant while employment had a slight increase.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
BUILDING MATERIALS, HARDWARE, AND FARM EQUIPMENT DEALERS
IN INDIANA



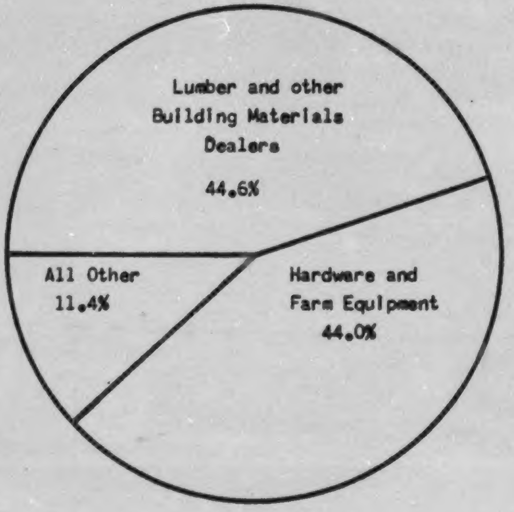
NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

Employment in this retail trade industry is distributed in the following groups: lumber and other building materials dealers, 44.6 per cent; plumbing, heating, and air conditioning equipment dealers, 3.5 per cent; paint, glass, and wallpaper stores, 7.3 per cent; electrical supply stores, 0.6 per cent; and hardware and farm equipment, 44.0 per cent. Because of their employment size, the lumber and other building materials dealers, and hardware and farm dealers groups are covered in greater detail in individual reports.

The pie chart below shows the distribution of the employment in the various groups within this industry.

PERCENTAGE OF EMPLOYMENT IN THE VARIOUS
RETAIL BUILDING MATERIALS, HARDWARE, AND FARM EQUIPMENT
DEALERS GROUPS



STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES:
BUILDING MATERIALS, HARDWARE, AND FARM EQUIPMENT DEALERS IN INDIANA.
(SIC 52)

Sales people account for 27.9 per cent of the total employment in the retail building materials, hardware, and farm equipment trade industry in Indiana. Ranking second are store managers who make up 9.9 per cent of the total. Automotive mechanics have 7.8 per cent. Truck drivers rank fourth with 7.3 per cent and carpenters are reported for 5.4 per cent. These five occupations represent nearly 60 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	17920			100.0
MANAGERS & OFFICERS	2210			12.3
Buyers	165	145	190	0.9
Managers, Store	1775	1710	1840	9.9
All Other Managers	270	N/A		1.5
PROFESSIONAL & TECHNICAL OCCUPATIONS	220			1.3
Accountants & Auditors	175	155	200	1.0
All Other Professional Workers	45	N/A		0.3
SALES OCCUPATIONS	4995			27.9
Salespersons	2845	2670	3025	15.9
Sales Clerks	2095	1940	2250	11.7
All Other Sales Workers	55	N/A		0.3
CLERICAL OCCUPATIONS	3500			19.5
Office Clerical Occupations	2395			13.4
Bookkeepers, Hand	(865)	815	910	(4.8)
Cashiers	(375)	330	420	(2.1)
General Clerks	(785)	695	875	(4.4)
Secretaries	(370)	335	405	(2.1)
Shipping & Receiving Clerical Occupations	1020			5.7
Shipping/Receiving Clerks	(310)	260	365	(1.7)
Stock Clerks, Storeroom & Warehouse	(710)	640	780	(4.0)
All Other Clerical Workers	85	N/A		0.5

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	6690			37.3
Foremen, Nonworking	75	60	85	0.4
Repair & Maintenance Occupations	3555			19.8
Carpenters	(965)	860	1075	(5.4)
Glaziers	(195)	150	245	(1.1)
Maintenance Workers, General Utility	(135)	105	170	(0.7)
Mechanics, Automotive	(1400)	1275	1525	(7.8)
Mechanics, Farm Equipment	(120)	85	155	(0.7)
Mechanics, Refrigeration	(260)	195	325	(1.5)
Millmen	(270)	200	335	(1.5)
Sheet Metal Workers	(60)	35	80	(0.3)
All Other Mechanics & Repair Workers	(150)	N/A		(0.8)
Material Handling Occupations	2245			12.5
Delivery & Route Workers	(460)	390	530	(2.6)
Industrial Truck Operators	(65)	50	80	(0.4)
Stock Clerk, Sales Floor	(410)	350	470	(2.3)
Truck Drivers	(1310)	1215	1405	(7.3)
All Other Skilled Workers	200	N/A		1.1
All Other Semiskilled Workers	175	N/A		1.0
All Other Unskilled Workers	440	N/A		2.5
SERVICE OCCUPATIONS	305			1.7
Janitors, Porters, & Cleaners	305	275	335	1.7

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: LUMBER AND OTHER BUILDING MATERIALS DEALERS IN INDIANA
(SIC 521)

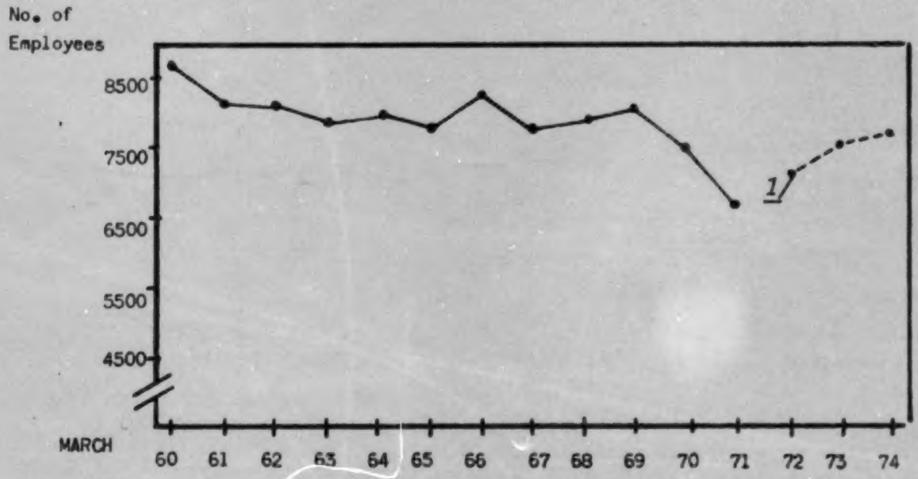
Retail establishments primarily engaged in selling to building contractors or to the general public, a general line of building materials and construction supplies.

In 1974, more than 7,600 persons were employed in the retail lumber and other building materials trade industry in Indiana. These people were employed in over 700 establishments located throughout the State with the concentration in proportion to the population.

From 1960 through 1974 the number of establishments declined by about 8 per cent while employment declined by more than 12 per cent during the same 14-year period.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
LUMBER AND OTHER BUILDING MATERIALS DEALERS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: LUMBER AND OTHER BUILDING MATERIALS DEALERS IN INDIANA
(SIC 521)

Sales people account for 20.9 per cent of the total employment in the retail lumber and other building materials trade industry in Indiana. Truck drivers rank second with 12.8 per cent and carpenters have 10.3 per cent of the total. Ranking fourth are store managers with 9.6 per cent. These four occupations account for more than 50 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	8025			100.0
MANAGERS & OFFICERS	940			11.7
Buyers	100	85	115	1.2
Managers, Store	770	740	805	9.6
All Other Managers	70	N/A		0.9
PROFESSIONAL & TECHNICAL OCCUPATIONS	120			1.5
Accountants & Auditors	80	65	95	1.0
All Other Professional Workers	40	N/A		0.5
SALES OCCUPATIONS	1680			20.9
Salespersons	1200	1105	1290	15.0
Sales Clerks	480	425	540	6.0
CLERICAL OCCUPATIONS	1785			22.2
Office Clerical Occupations	1000			12.5
Bookkeepers, Hand	(380)	350	410	(4.7)
Cashiers	(60)	50	70	(0.7)
General Clerks	(395)	355	440	(4.9)
Secretaries	(165)	140	185	(2.1)
Shipping & Receiving Clerical Occupations	770			9.6
Shipping/Receiving Clerks	(180)	160	205	(2.2)
Stock Clerks, Sales Floor	(225)	195	255	(2.8)
Stock Clerks, Storeroom & Warehouse	(365)	315	415	(4.5)
All Other Clerical Workers	15	N/A		0.2

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	3335			41.6
Foremen, Nonworking	60	50	70	0.7
Repair & Maintenance Occupations	1270			15.8
Carpenters	(830)	745	920	(10.3)
Glaziers	(75)	55	90	(0.9)
Maintenance Workers, General Utility	(40)	25	55	(0.5)
Mechanics, Automotive	(70)	50	85	(0.9)
Millmen	(255)	205	310	(3.2)
Material Handling Occupations	1370			17.1
Delivery & Route Workers	(290)	245	335	(3.6)
Industrial Truck Operators	(55)	45	70	(0.7)
Truck Drivers	(1025)	950	1100	(12.8)
All Other Skilled Workers	35	N/A		0.4
All Other Semiskilled Workers	210	N/A		2.6
All Other Unskilled Workers	390	N/A		4.9
SERVICE OCCUPATIONS	165			2.1
Janitors, Porters, & Cleaners	165	145	180	2.1

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: HARDWARE AND FARM EQUIPMENT IN INDIANA
(SIC 525)

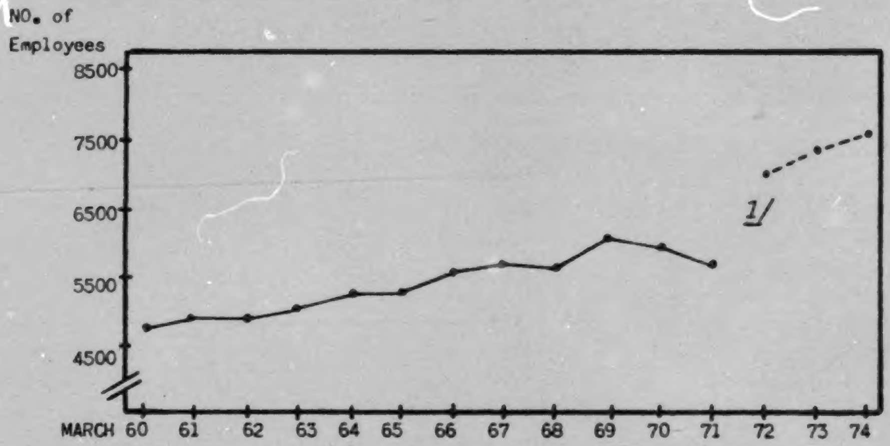
Establishments primarily engaged in the retail sale of a number of basic hardware lines such as tools, paint and glass, household appliances, and roofing material;and new and/or used farm machinery, equipment, and production supplies.

In 1974, there were more than 7,500 persons employed in the retail hardware and farm equipment trade industry in Indiana. These people were employed in approximately 1,100 establishments located throughout the State with the concentration in proportion to the population. There was an increase of more than 23 per cent in the number of establishments since 1960 with an increase in employment of more than 45 per cent in that same 14-year period.

The increase in the number of establishments and the employment in this industry is indicative of the increased use of machinery on farms as well as the increased demand for hardware supplies for the "do-it-yourself" trend. Contributing to the "do-it-yourself" growth is the cost of labor for repair services and development of materials and tools which many home owners can successfully use.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
HARDWARE AND FARM EQUIPMENT IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changes from four or more to one or more.*

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: HARDWARE AND FARM EQUIPMENT IN INDIANA
(SIC 525)

Sales people account for 34.1 per cent of the total employment in the retail hardware and farm equipment trade industry in Indiana. Ranking second are automotive mechanics with 16.4 per cent and store managers make up 10.4 per cent. These three occupations account for slightly more than 60 per cent of the total employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	7735			100.0
MANAGERS & OFFICERS	1050			13.6
Buyers	55	45	65	0.7
Managers, Store	805	760	855	10.4
All Other Managers	190	N/A		2.5
PROFESSIONAL & TECHNICAL OCCUPATIONS	75			1.0
Accountants & Auditors	75	60	85	1.0
SALES OCCUPATIONS	2635			34.1
Salespersons	1185	1070	1295	15.3
Sales Clerks	1430	1300	1555	18.5
All Other Sales Workers	20	N/A		0.3
CLERICAL OCCUPATIONS	1705			22.0
Office Clerical Occupations	1150			14.9
Bookkeepers, Hand	(390)	360	425	(5.0)
Cashiers	(305)	275	340	(3.9)
General Clerks	(295)	220	365	(3.8)
Secretaries	(160)	140	180	(2.1)
Shipping & Receiving Clerical Occupations	490			6.3
Shipping/Receiving Clerks	(70)	60	85	(0.9)
Stock Clerks, Sales Floor	(145)	95	195	(1.9)
Stock Clerks, Storeroom & Warehouse	(275)	240	305	(3.6)
All Other Clerical Workers	65	N/A		0.8

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	2170			28.1
Repair & Maintenance Occupations	1665			21.5
Maintenance Workers, General Utility	(85)	60	115	(1.1)
Mechanics, Automotive	(1270)	1165	1380	(16.4)
Mechanics, Farm Equipment	(115)	85	150	(1.5)
Mechanics, Refrigeration	(50)	20	80	(0.6)
All Other Mechanics & Repair Workers	(145)	N/A		(1.9)
Material Handling Occupations	310			4.0
Delivery & Route Workers	(100)	80	120	(1.3)
Truck Drivers	(210)	175	250	(2.7)
All Other Skilled Workers	95	N/A		1.2
All Other Semiskilled Workers	75	N/A		1.0
All Other Unskilled Workers	25	N/A		0.3
SERVICE OCCUPATIONS	100			1.3
Janitors, Porters, & Cleaners	100	85	115	1.3

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: DEPARTMENT STORES IN INDIANA
(SIC 531)

Retail stores carrying a general line of apparel, home furnishings, and housewares arranged in separate sections or departments. Establishments included normally employ 25 or more persons.

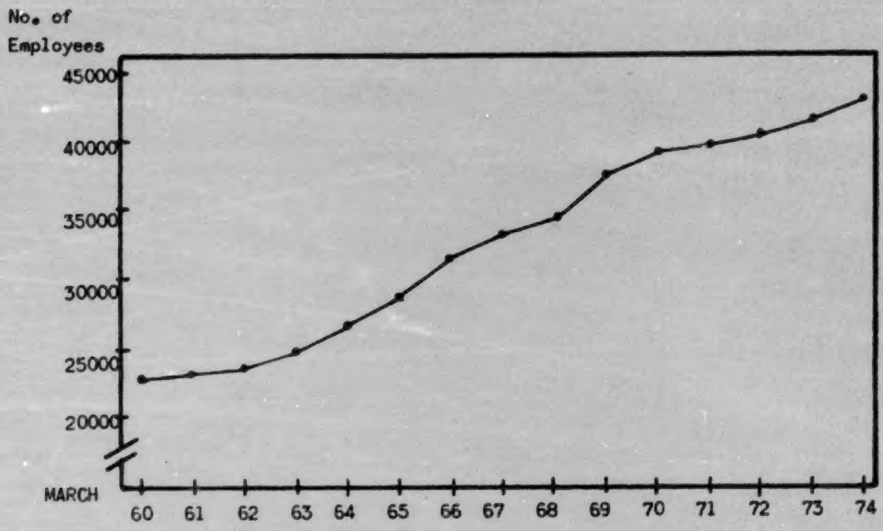
The department store serves a special and unique position in the trade industry. Under one roof can be found a variety of consumer products which are handled by a number of different types of retail outlets. In addition, many department stores offer to their customers a number of services not usually found in the retail trade sector. In the past the department store has been the focal point of the downtown retail area. However, in recent years, the decline of the central city as the center of retail shopping, has prompted the development of the shopping center and the department store as one of its main features.

The department store in a shopping center has in some instances been a copy of the main downtown store containing all of the features. In some instances, however, the newer stores have been selective in the merchandise handled and in the services available. In addition, the newer stores have incorporated the latest retail techniques with more merchandise available for self-service purchases and with less sales staff for their operations. Many larger department stores maintain, in addition to their stores, warehouses and service centers to provide additional services to their customers. The staff of these facilities, along with general offices, are included in the staffing patterns in this report.

In 1974 more than 43,300 persons were employed in retail department stores in Indiana. One of every ten persons employed in wholesale and retail trade in the Hoosier State is engaged in the department store trade industry. Since 1960 the number of establishments has expanded by more than 60 per cent while employment has increased by almost 90 per cent. Department stores, especially those in the newer shopping centers, are located in areas of high population density. Nine counties: Allen, Elkhart, Lake, Madison, Marion (Indianapolis), St. Joseph, Tippecanoe, Vanderburgh, and Vigo have almost 47 per cent of the total establishments and more than 71 per cent of the employment. Marion County (Indianapolis) has about 10 per cent of the establishments in this industry but almost 28 per cent of the employment.

The graph below illustrates the employment trends for the department store industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: DEPARTMENT STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES:
DEPARTMENT STORES IN INDIANA
(SIC 531)

Sales people dominate the department store industry staffing pattern with almost half of the employment. All other managers, including sales, credit and collection, purchasing, and/or advertising, represent 5.8 per cent of the employment. The addition of store and merchandise managers and buyers brings the total of managers and officers to over 10 per cent of the employment. Stock clerks, on sales floors, have 4.7 per cent and cashiers 3.9 per cent of the employment in department stores. These occupations represent almost 70 per cent of the total employment in this industry. Because of the wide variety of services offered by department stores, a larger number of occupations are reported for this industry than for most of the other retail trade sectors.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	46585			100.0
MANAGERS & OFFICERS	4935			10.6
Buyers	500	440	555	1.1
Managers, Merchandise	685	600	765	1.5
Managers, Store	1065	1005	1125	2.3
All Other Managers	2685	N/A		5.8
PROFESSIONAL & TECHNICAL OCCUPATIONS	400			0.9
All Professional Occupations	320	N/A		0.7
All Technical Occupations	80	N/A		0.2
SALES OCCUPATIONS	22855			49.1
Display Workers & Window Trimmers	185	170	200	0.4
Salespersons	3260	3060	3455	7.0
Sales Clerks	19210	18755	19665	41.2
All Other Sales Workers	200	N/A		0.4
CLERICAL OCCUPATIONS	11225			24.1
Office Clerical Occupations	5605			12.0
Clerical Supervisors	(230)	205	255	(0.5)
Accounting Clerks	(445)	415	470	(1.0)
Adjustment Clerks	(310)	280	345	(0.4)
Bookkeepers, Hand	(130)	115	145	(0.3)
Cashiers	(1795)	1660	1930	(3.9)
Credit Authorizers	(455)	430	480	(1.0)
General Clerks	(1000)	930	1070	(2.1)
Order Clerks	(250)	205	295	(0.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
CLERICAL OCCUPATIONS (Continued)				
Payroll/Timekeeping Clerks	(150)	140	165	(0.3)
Personnel Clerks	(125)	120	135	(0.3)
Secretaries	(140)	130	155	(0.3)
Switchboard Operators	(225)	215	235	(0.5)
All Office Machine Operators	(350)	N/A		(0.8)
Shipping & Receiving Clerical Occupations	4330			9.3
Marking Clerks	(875)	820	930	(1.9)
Shipping Packers	(190)	160	215	(0.4)
Shipping/Receiving Clerks	(620)	585	655	(1.3)
Stock Clerks, Sales Floor	(2200)	1960	2440	(4.7)
Stock Clerks, Storeroom & Warehouse	(445)	405	485	(1.0)
All Other Clerical Workers	1290	N/A		2.8
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	3615			7.8
Foremen, Nonworking	120	110	125	0.3
Repair & Maintenance Occupations	1695			3.6
Appliance Repair Workers	(365)	325	405	(0.8)
Household Appliance Installation Workers	(330)	295	365	(0.7)
Mechanics, Automotive	(760)	710	815	(1.6)
All Other Mechanics & Repair Workers	(240)	N/A		(0.5)
Sewing & Tailoring Occupations	475			1.0
Alteration Tailors	(180)	155	210	(0.4)
Seamstress	(295)	275	315	(0.6)
Material Handling Occupations	655			1.4
Delivery & Route Workers	(160)	100	215	(0.3)
Industrial Truck Operators	(140)	105	175	(0.3)
Packagers, Hand or Machine	(185)	170	200	(0.4)
Truck Drivers	(170)	155	190	(0.4)
All Other Skilled Workers	115	N/A		0.3
All Other Semiskilled Workers	250	N/A		0.5
All Other Unskilled Workers	305	N/A		0.7
FOOD SERVICE OCCUPATIONS	1165			2.5
Cooks, Restaurant	130	115	145	0.3
Cooks, Short Order	235	210	265	0.5
Counterworkers, Lunchroom	245	220	270	0.5
Waiters/Waitresses	315	280	350	0.7
All Other Food Service Workers	240	N/A		0.5
SERVICE OCCUPATIONS (Except Food)	2390			5.1
Checkers, Fitting Room	185	160	205	0.4
Cosmetologists	280	250	310	0.6
Guards, Watchmen, & Doorkeepers	190	155	225	0.4
Janitors, Porters, & Cleaners	1020	985	1055	2.2
Store Detectives	510	470	550	1.1
All Other Service Workers	205	N/A		0.4

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: GENERAL MERCHANDISE STORES (EXCEPT DEPARTMENT STORES) IN INDIANA
(SIC 53, EXCEPT 531)

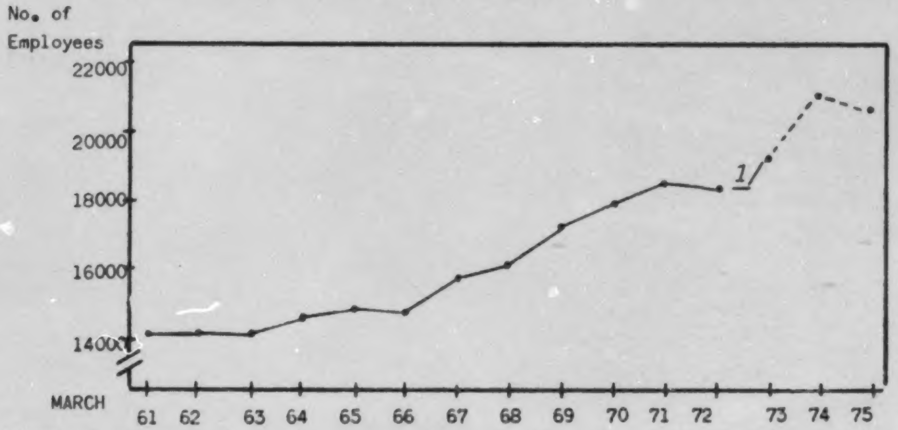
Retail stores, except department stores, which sell a number of lines of merchandise, such as dry goods, apparel and accessories, furniture and home furnishings, small wares, hardware, and food.

In 1974, more than 20,700 persons were employed in the retail general merchandise trade industry (except department stores) in Indiana. These workers were employed in 1,320 establishments throughout the State with the greater concentration in the larger metropolitan centers. There was an increase of more than 50 per cent in the number of establishments since 1960. During this same 14-year period, employment increased more than 42 per cent.

The growth of both the number of establishments and the employment is due largely to the trend toward the decentralization of downtown shopping areas and the development of the surburban and peripheral shopping centers.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
GENERAL MERCHANDISE STORES (EXCEPT DEPARTMENT STORES) IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES:
GENERAL MERCHANDISE STORES (EXCEPT DEPARTMENT STORES) IN INDIANA
(SIC 53, EXCEPT 531)

Sales people make up 43.0 per cent of the total employment in the retail general merchandise trade industry (except department stores) in Indiana. Ranking second are general clerks who account for 10.1 per cent of the total. Store managers make up 8.5 per cent. Delivery and route workers rank fourth with 4.9 per cent and cashiers are reported for 4.0 per cent of the employment. These five occupations account for 70.5 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	21500			100.0
MANAGERS & OFFICERS	2495			11.6
Buyers	245	215	280	1.1
Managers, Store	1835	1735	1935	8.5
All Other Managers	415	N/A		1.9
PROFESSIONAL OCCUPATIONS	15			0.1
All Professional Occupations	15	N/A		0.1
SALES OCCUPATIONS	9255			43.0
Salespersons	2530	2255	2805	11.8
Sales Clerks	6625	6235	7015	30.8
All Other Sales Workers	100	N/A		0.5
CLERICAL OCCUPATIONS	6320			29.4
Office Clerical Occupations	4000			18.6
Bookkeepers, Hand	(335)	300	370	(1.6)
Cashiers	(850)	785	915	(4.0)
General Clerks	(2165)	1885	2450	(10.1)
Order Clerks	(275)	230	320	(1.3)
Secretaries	(225)	170	280	(1.0)
Typists	(150)	125	175	(0.7)
Office Machine Operators	160			0.7
Keypunch Operators	(75)	60	90	(0.3)
All Other Office Machine Operators	(85)	N/A		(0.4)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	2070			9.6
Shipping/Receiving Clerks	(580)	485	670	(2.7)
Stock Clerks, Sales Floor	(690)	585	800	(3.2)
Stock Clerks, Storeroom & Warehouse	(800)	710	895	(3.7)
All Other Clerical Workers	90	N/A		0.4
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	2180			10.1
Delivery & Route Workers	1055	895	1215	4.9
Maintenance Workers, General Utility	310	260	355	1.4
All Mechanics & Repair Workers	105	N/A		0.5
All Other Skilled Workers	110	N/A		0.5
All Other Semiskilled Workers	270	N/A		1.3
All Other Unskilled Workers	330	N/A		1.5
FOOD SERVICE OCCUPATIONS	860			4.0
Bus Boys/Girls	155	95	220	0.7
Cooks, Restaurant	95	80	115	0.4
Food Preparation & Service Workers	85	50	120	0.4
Waiters/Waitresses	270	220	325	1.3
All Other Food Service Workers	255	N/A		1.2
SERVICE OCCUPATIONS (Except Food)	375			1.7
Janitors, Porters, & Cleaners	375	345	410	1.7

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: VARIETY STORES IN INDIANA
(SIC 533)

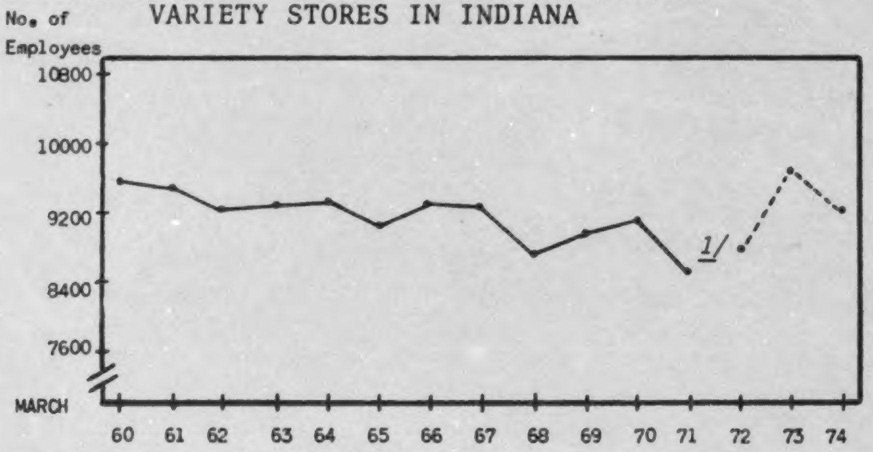
Retail stores which sell a variety of merchandise in the low and popular price ranges, frequently known as "5 and 10 cent" stores.

In 1974, more than 9,000 persons were employed in variety stores in Indiana. These workers were employed in more than 440 establishments widely distributed throughout the State. There was an increase of more than 11 per cent in the number of establishments since 1960 with a decrease in employment during this same 14-year period of about 4 per cent.

The decrease in employment occuring with a small increase in the number of establishments reflects the change from salesperson service to self-service merchandising techniques in this sector of retail trade. A second factor accounting for the decrease in employment is the trend among the larger chain operations to sell out their smaller variety stores in order to go into department store operations.

The following graph shows the employment in this industry from 1960 through 1974.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
VARIETY STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to two or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: VARIETY STORES IN INDIANA (SIC 533)

Sales people account for 52.1 per cent of the total employment in variety stores in Indiana. Ranking second are store managers who account for 7.6 per cent of the total. Cashiers and general clerks each make up 5.2 per cent. These four occupations represent 70.1 per cent of the total employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	9740			100.0
MANAGERS & OFFICERS	1015			10.4
Buyers	160	140	180	1.6
Managers, Store	745	705	785	7.6
All Other Managers	110	N/A		1.1
PROFESSIONAL OCCUPATIONS	15			0.2
All Professional Occupations	15	N/A		0.2
SALES OCCUPATIONS	5070			52.1
Salespersons	405	315	495	4.2
Sales Clerks	4665	4380	4950	47.9
CLERICAL OCCUPATIONS	2285			23.5
Office Clerical Occupations	1325			13.6
Bookkeepers, Hand	(115)	100	125	(1.2)
Cashiers	(510)	455	570	(5.2)
General Clerks	(505)	445	565	(5.2)
Secretaries	(70)	60	80	(0.7)
Typists	(65)	50	80	(0.7)
All Office Machine Operators	(60)	N/A		(0.6)
Shipping & Receiving Clerical Occupations	840			8.6
Shipping/Receiving Clerks	(235)	170	295	(2.4)
Stock Clerks, Sales Floor	(330)	255	400	(3.4)
Stock Clerks, Storeroom & Warehouse	(275)	220	335	(2.8)
All Other Clerical Workers	120	N/A		1.2

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	780			8.0
Delivery & Route Workers	40	30	50	0.4
Maintenance Worker, General Utility	60	45	70	0.6
All Other Skilled Workers	35	N/A		0.4
All Other Semiskilled Workers	200	N/A		2.1
All Other Unskilled Workers	445	N/A		4.6
FOOD SERVICE OCCUPATIONS	335			3.4
Cooks, Short Order	45	25	65	0.5
Waiters/Waitresses	175	115	235	1.8
All Other Food Service Workers	115	N/A		1.2
SERVICE OCCUPATIONS (Except Food)	240			2.5
Janitors, Porters, & Cleaners	240	220	260	2.5

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: MISCELLANEOUS GENERAL MERCHANDISE STORES IN INDIANA
(SIC 539)

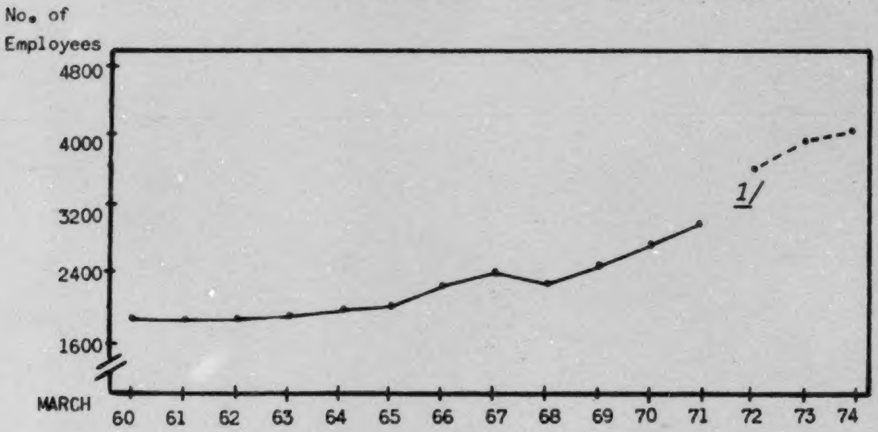
Retail stores which primarily sell piece goods and/or a combination of men's and women's apparel, children's and infant's apparel, dry goods, hardware, homewares, or home furnishings and other lines in limited amounts, and normally having less than 25 employees

In 1974, more than 4,000 people were employed in miscellaneous general merchandise stores in Indiana. These workers were employed in 467 establishments located throughout the State. There was an increase of more than 37 per cent in the number of establishments since 1960 with an increase in employment during this same 14-year period of more than 93 per cent.

These increases were due largely to the increase in the number of small department stores in small communities and the sharp increase in the number of notions and fabric stores in the larger communities, especially in or near shopping centers.

The following graph shows the employment in this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRY:
GENERAL MERCHANDISE STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to two or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: MISCELLANEOUS GENERAL MERCHANDISE STORES IN INDIANA
(SIC 539)

Sales people make up 63.2 per cent of the total employment in miscellaneous general merchandise stores in Indiana. Store managers comprise 13.7 per cent of the total and cashiers rank third with 3.9 of this industry's employment. These three occupations account for 80.8 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	4235			100.0
MANAGERS & OFFICERS	650			15.3
Buyers	60	45	80	1.4
Managers, Store	580	515	645	13.7
All Other Managers	10	N/A		0.2
SALES OCCUPATIONS	2675			63.2
Salespersons	845	700	990	20.0
Sales Clerks	1830	1645	2020	43.2
CLERICAL OCCUPATIONS	575			13.6
Office Clerical Occupations	370			8.7
Bookkeepers, Hand	(85)	65	105	(2.0)
Cashiers	(165)	130	195	(3.9)
General Clerks	(100)	65	130	(2.4)
Secretaries	(20)	15	30	(0.5)
Shipping & Receiving Clerical Occupations	195			4.6
Shipping/Receiving Clerks	(50)	20	80	(1.2)
Stock Clerks, Sales Floor	(105)	60	150	(2.5)
Stock Clerks, Storeroom & Warehouse	(40)	25	55	(0.9)
All Other Clerical Workers	10	N/A		0.2

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	195			4.6
Alteration Tailors	25	20	35	0.6
Delivery & Route Workers	65	35	100	1.5
All Other Skilled Workers	65	N/A		1.5
All Other Semiskilled Workers	40	N/A		1.0
SERVICE OCCUPATIONS	140			3.3
Janitors, Porters, & Cleaners	60	40	80	1.4
All Food Service Workers	80	N/A		1.9

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: FOOD STORES IN INDIANA
(SIC 54)

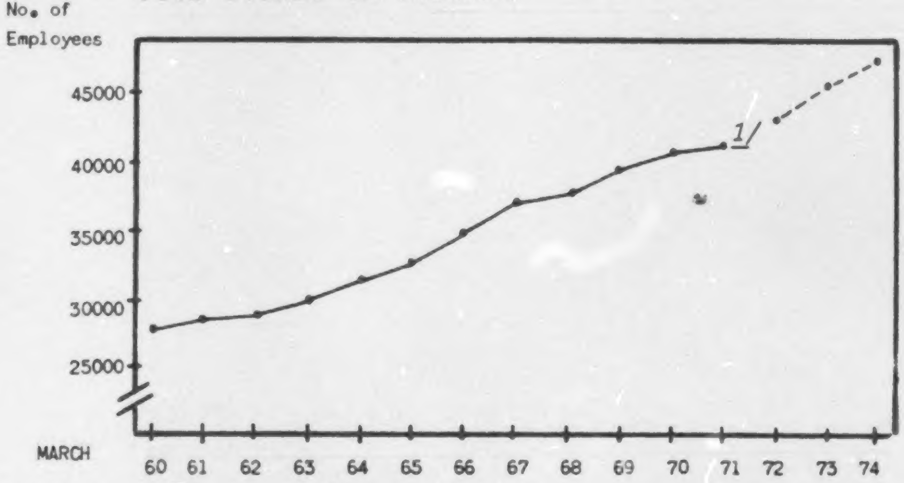
Retail stores primarily engaged in selling food for home preparation and consumption.

In 1974, more than 47,300 persons were employed in the retail food trade industry in Indiana. These people were employed in over 2,500 establishments located throughout the State with the concentration in proportion to the population. From 1960 through 1974, the number of establishments increased by nearly 33 per cent while employment has increased by almost 64 per cent during this same 14-year period.

The growth in the number of establishments reflects this industry's trend to have stores near the residential areas to provide the services and merchandise as readily as possible. The trend during this period of expansion of the suburbs is paralleled by the food store industry's growth. The greater growth of the employment is due to the expansion of the supermarket with its larger staff as compared to the gradually declining corner grocery.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
FOOD STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

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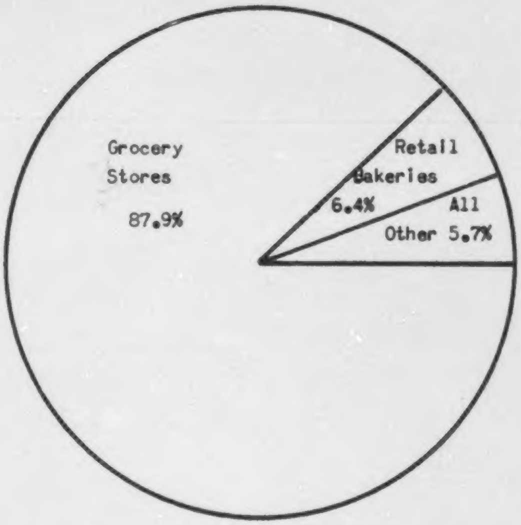
Employment in the retail food trade industry is distributed in the following groups: grocery stores, 87.9 per cent; meat and fish (sea food) markets, 1.8 per cent; fruit stores and vegetable markets, 0.5 per cent; candy, nut, and confectionery stores, 1.3 per cent; dairy product stores, 1.7 per cent; retail bakeries, 6.4 per cent; and miscellaneous food stores, 0.4 per cent. Because of its employment size, grocery stores are covered in greater detail in an individual report.

The pie chart below shows the distribution of the employment in the various groups within the retail food trade industry in Indiana.

PERCENTAGE OF EMPLOYMENT IN THE VARIOUS
RETAIL FOOD TRADE GROUPS



STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES:
FOOD STORES IN INDIANA
(SIC 54)

Cashiers account for 23.2 per cent of the total employment in the retail food trade industry in Indiana. Ranking second are sales floor stock clerks with 17.7 per cent of the total. Sales clerks make up 12.4 per cent. Baggers rank fourth with 10.3 per cent and butchers and meat cutters are reported for 10.2 per cent. These five occupations represent more than 70 per cent of the total employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	46845			100.0
MANAGERS & OFFICERS	3790			8.1
Buyers	380	345	415	0.8
Managers, Store	3230	3130	3335	6.9
All Other Managers	180	N/A		0.4
PROFESSIONAL OCCUPATIONS	30			0.1
SALES OCCUPATIONS	5810			12.4
Sales Clerks	5810	5375	6250	12.4
CLERICAL OCCUPATIONS	22695			48.4
Office Clerical Occupations	12585			26.9
Bookkeepers, Hand	(615)	565	665	(1.3)
Cashiers	(10865)	10595	11140	(23.2)
General Clerks	(925)	810	1040	(2.0)
Secretaries	(180)	160	195	(0.4)
Shipping & Receiving Clerical Occupations	10045			21.4
Stock Clerks, Sales Floor	(8315)	8055	8580	(17.7)
Stock Clerks, Storeroom & Warehouse	(1730)	1595	1870	(3.7)
All Other Clerical Workers	65	N/A		0.1

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	7225			15.4
Baggers	4820	4595	5050	10.3
Delivery & Route Workers	155	85	225	0.3
Packagers, Hand or Machine	1715	1605	1825	3.7
Truck Drivers	260	230	290	0.6
All Other Semiskilled Workers	30	N/A		0.1
All Other Unskilled Workers	245	N/A		0.5
FOOD SERVICE OCCUPATIONS	6480			13.8
Bakers	595	510	680	1.3
Butchers/Meat Cutters	4795	4580	5010	10.2
Doughnut Makers	510	450	570	1.1
Food Preparation & Service Workers	290	165	410	0.6
Kitchen Helpers	130	85	175	0.3
Waiters/Waitresses	110	60	160	0.2
All Other Food Service Workers	50	N/A		0.1
SERVICE OCCUPATIONS (Except Food)	815			1.7
Janitors, Porters, & Cleaners	645	580	710	1.4
All Other Service Workers	170	N/A		0.4

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: GROCERY STORES IN INDIANA
(SIC 541)

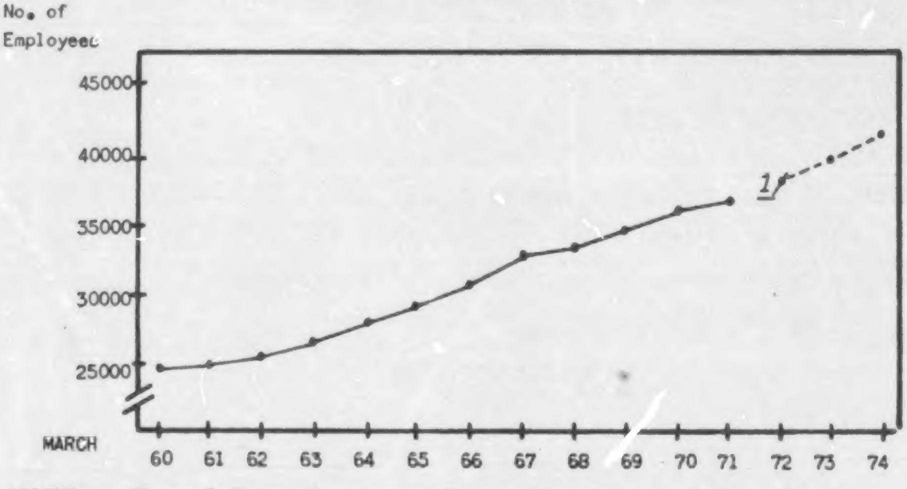
Retail stores commonly known as supermarkets, food stores, grocery stores, and delicatessen stores, primarily engaged in the sale of all sorts of canned foods; packaged foods; fresh fruit and vegetables; and frequently fresh or prepared meats, fish, and poultry.

In 1974, more than 41,000 persons were employed in the retail grocery trade in Indiana. These people were employed in over 1,900 establishments located throughout the State with the concentration in proportion to the population. The number of establishments increased by more than 33 per cent from 1960 through 1974 while employment increased more than 62 per cent during this same 14-year period.

Growth in this industry directly reflects the expansion of the supermarket into the suburban residential areas. These new stores are located less frequently than the former corner grocery store. The new stores are bigger, dispense a greater variety of merchandise, and require a larger staff to operate.

The following graph shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
GROCERY STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: GROCERY STORES IN INDIANA
(SIC 541)

Cashiers account for 25.5 per cent of the total employment in the retail grocery trade industry in Indiana. Sales floor stock clerks rank second with 19.8 per cent of the total. Baggers make up 11.5 per cent. Butchers and meat cutters rank fourth with 10.8 per cent and sales clerks make up 8.6 per cent. These five occupations account for more than 75 per cent of the total employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	40775			100.0
MANAGERS & OFFICERS	3390			8.3
Buyers	350	315	385	0.9
Managers, Store	2870	2775	2965	7.0
All Other Managers	170	N/A		0.4
PROFESSIONAL OCCUPATIONS	30			0.1
All Professional Occupations	30	N/A		0.1
SALES OCCUPATIONS	3510			8.6
Sales Clerks	3510	3195	3825	8.6
CLERICAL OCCUPATIONS	21715			53.3
Office Clerical Occupations	11820			29.0
Bookkeepers, Hand	(525)	480	565	(1.3)
Cashiers	(10390)	10170	10615	(25.5)
General Clerks	(905)	780	1035	(2.2)
Shipping & Receiving Clerical Occupations	9675			23.7
Stock Clerks, Sales Floor	(8090)	7845	8340	(19.8)
Stock Clerks, Storeroom & Warehouse	(1585)	1460	1710	(3.9)
All Other Clerical Workers	220	205	240	0.5

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	6580			16.1
Material Handling Occupations	6380			15.6
Baggers	(4675)	4460	4895	(11.5)
Packagers, Hand or Machine	(1470)	1390	1545	(3.6)
Truck Drivers	(235)	210	260	(0.6)
All Other Semiskilled Workers	30	N/A		0.1
All Other Unskilled Workers	170	N/A		0.4
FOOD SERVICE OCCUPATIONS	5025			12.3
Bakers	210	170	245	0.5
Butchers/Meat Cutters	4410	4240	4580	10.8
Doughnut Makers	330	295	365	0.8
All Other Food Service Workers	75	N/A		0.2
SERVICE OCCUPATIONS (Except Food)	525			1.3
Janitors, Porters, & Cleaners	485	425	540	1.2
All Other Service Workers	40	N/A		0.1

NOTE: N/A - Not Applicable

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: GASOLINE SERVICE STATIONS IN INDIANA
(SIC 554)

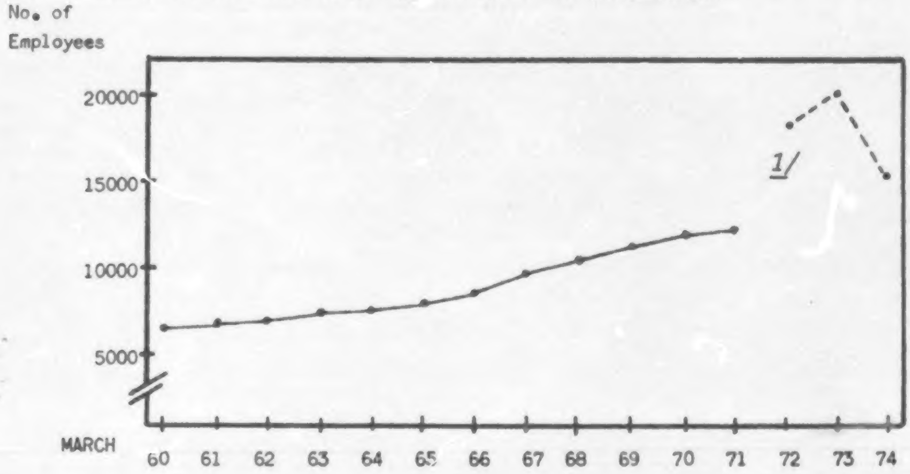
Gasoline service stations primarily engaged in selling gasoline and lubricating oils, and which may sell other merchandise or perform minor repair work.

In 1974, more than 15,000 persons were employed in retail gasoline service stations in Indiana. These people were employed in more than 3,900 establishments located throughout the State with the concentration in proportion to the population. Since 1960, the number of establishments has increased more than 160 per cent while employment has increased more than 60 per cent during that same 14-year period.

The large increases in both the number of establishments and the employment indicates the increased use of both the private automobile and truck transportation. A major factor in the future trend of this industry will be the effects of the current energy crisis.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: GASOLINE SERVICE STATIONS IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: GASOLINE SERVICE STATIONS IN INDIANA
(SIC 554)

Automobile service-station attendents account for 74.5 per cent of the total employment in retail gasoline service stations in Indiana. Ranking second are store managers with 8.8 per cent and automotive mechanics are reported at 8.4 per cent. These three occupations account for more than 90 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	18325			100.0
MANAGERS & OFFICERS	1725			9.4
Managers, Store	1610	1475	1740	8.8
All Other Managers	115	N/A		0.6
SALES OCCUPATIONS	30			0.2
Salespersons	30	20	45	0.2
CLERICAL OCCUPATIONS	1025			5.6
Bookkeepers, Hand	780	670	890	4.3
Cashiers	120	70	170	0.6
General Clerks	70	40	105	0.4
All Other Clerical Workers	55	N/A		0.3
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	15540			84.8
Automobile Service-Station Attendants	13655	13365	13950	74.5
Mechanics, Automotive	1535	1345	1730	8.4
Truck Drivers	170	110	230	0.9
All Other Semiskilled Workers	50	N/A		0.3
All Other Unskilled Workers	130	N/A		0.7
SERVICE OCCUPATIONS	5			0.0
All Service Occupations	5	N/A		0.0

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: AUTOMOTIVE DEALERS IN INDIANA
(SIC 55, EXCEPT 554)

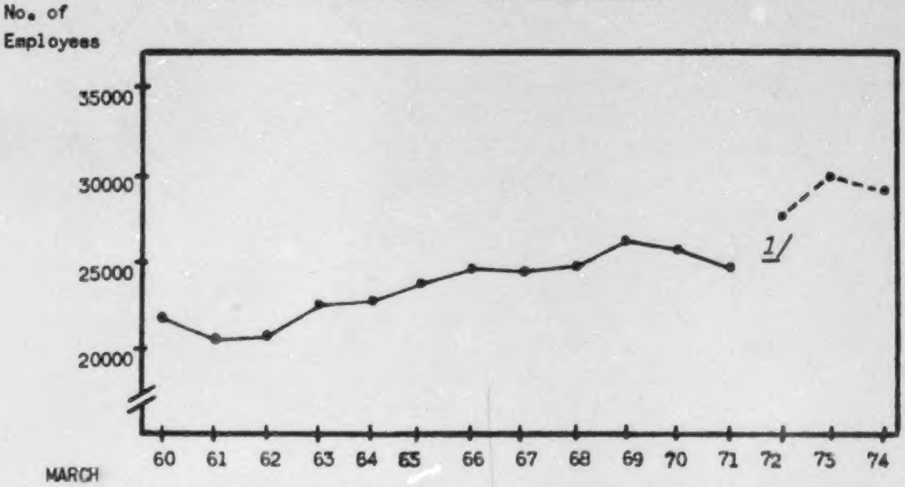
Retail dealers selling new and used automobiles and new parts and accessories; and aircraft and marine dealers, except gasoline service stations.

In 1974, more than 29,000 persons were employed in the retail automotive trade industries, except gasoline service stations, in Indiana. These people were employed in almost 2,500 establishments located throughout the State with the concentration in proportion to the population. From 1960 through 1974, the number of establishments increased by more than 30 per cent, while employment increased by more than 27 per cent during this same 14-year period.

The growth in both the number of establishments and employment indicates an increase in demand for the goods and services that this category provides. The largest increase has been in the miscellaneous aircraft, marine; and automotive dealers sectors which include boats, campers, and motorcycle dealers. In recent years people have found more leisure time and have the income for these products. The increase in the automotive dealer sector reflects the continued increase in use of the private automobile and truck. The tire, battery, and accessory dealers sector has also had a moderate increase. The present energy situation may have an influence in this area and affect its future growth.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: AUTOMOTIVE DEALERS IN INDIANA



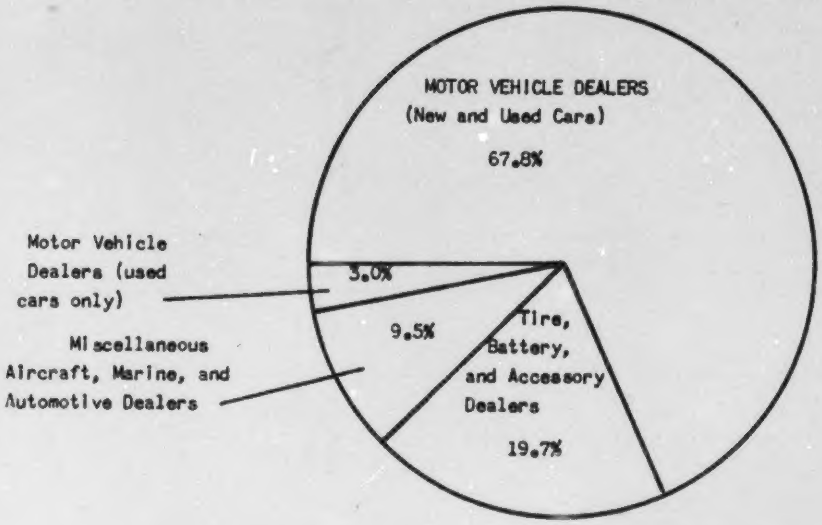
NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

Employment in the retail automotive trade industry is distributed in the following groups: motor vehicle dealers (new and used cars), 67.8 per cent; motor vehicle dealers (used cars only), 3 per cent; tire, battery, and accessory dealers 19.7 per cent; and miscellaneous aircraft, marine, and automotive dealers, 9.5 per cent. Because of its important size, motor vehicle dealers (new and used) are covered in greater detail in an individual report.

The pie chart below shows the distribution of the employment in the various groups within the retail automotive trade industry.

PERCENTAGE OF EMPLOYMENT IN THE VARIOUS RETAIL AUTOMOTIVE TRADE GROUPS



STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: AUTOMOTIVE DEALERS IN INDIANA (SIC 55, EXCEPT 554)

Automotive mechanics account for 21.8 per cent of the total employment in the retail automotive trade industry. Ranking second are salespersons with 18.3 per cent of the total. Store managers make up 7.8 per cent and automotive body repair workers are fourth with 5.9 per cent. These four occupations account for over 50 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	30540			100.0
MANAGERS & OFFICERS	4810			15.7
Managers, Store	2375	2300	2450	7.8
Managers, Automobile Service Department	1175	1130	1225	3.8
Managers, Parts Department	1050	980	1115	3.4
All Other Managers	210	N/A		0.7
PROFESSIONAL OCCUPATIONS	455			1.5
Accountants & Auditors	315	285	350	1.0
All Other Professional Workers	140	N/A		0.5
SALES OCCUPATIONS	6275			20.5
Salespersons	5600	5440	5760	18.3
Sales Clerks	675	570	780	2.2
CLERICAL OCCUPATIONS	4980			16.3
Bookkeepers, Hand	1265	1210	1325	4.1
Cashiers	520	485	555	1.7
General Clerks	1235	1160	1315	4.1
Secretaries	250	215	290	0.8
Switchboard Operators/Receptionists	260	245	275	0.9
Stock Clerks, Storeroom & Warehouse	1350	1230	1470	4.4
All Other Clerical Workers	100	N/A		0.3

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	10090			33.0
Foremen, Nonworking	415	385	445	1.4
Repair & Maintenance Occupations	8575			28.1
Body Repair Workers, Automotive	(1790)	1700	1880	(5.9)
Mechanics, Automotive	(6660)	6470	6845	(21.8)
Mechanics, Diesel	(125)	75	180	(0.4)
Delivery & Route Workers	565	510	620	1.9
All Other Skilled Workers	100	65	135	0.3
All Other Semiskilled Workers	220	170	270	0.7
All Other Unskilled Workers	215	185	250	0.7
AUTOMOBILE SERVICEMEN (Except MECHANICS & REPAIR WORKERS)	3005			9.8
Automobile Repair-Service Salespersons	545	515	570	1.8
Cleaners, Vehicle	1295	1215	1375	4.2
Painters, Automotive	295	280	315	1.0
Tire Changers	870	740	1005	2.8
SERVICE OCCUPATIONS	925			3.0
Janitors, Porters, & Cleaners	905	865	945	3.0
All Other Service Occupations	20	N/A		0.1

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: MOTOR VEHICLE DEALERS (NEW AND USED CARS) IN INDIANA
(SIC 551)

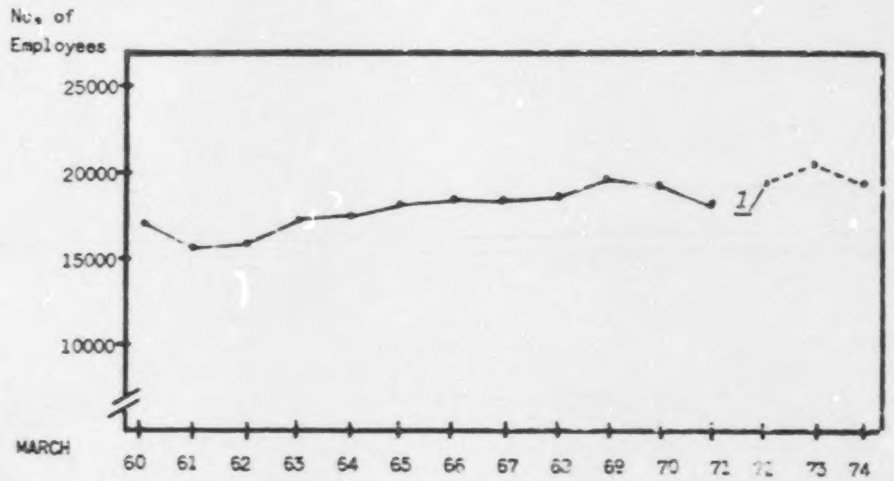
Establishments primarily engaged in the retail sale of new automobiles, or new and used automobiles.

In 1974, more than 19,000 persons were employed in the retail motor vehicle trade industry in Indiana. These people were employed in more than 850 establishments located throughout the State with the concentration in proportion to the population. The number of establishments has decreased approximately 10 per cent since 1960 while employment has increased nearly 15 per cent.

The decline in establishments together with the increase in employment indicates a trend toward dealerships which are fewer in number but larger in employment size. Other factors affecting this industry are the energy situtation and government regulations affecting new car production.

The following graph shows the employment for this industry from 1960 through 1974.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
MOTOR VEHICLE DEALERS (NEW AND USED CARS) IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: MOTOR VEHICLE DEALERS (NEW AND USED CARS) IN INDIANA
(SIC 551)

Automotive mechanics account for 23.8 per cent of the total employment in the retail motor vehicle trade industry in Indiana. Salespersons rank second with 19.4 per cent of the total. Automotive body repair workers make up 7.5 per cent and store managers are reported at 7.1 per cent. These four occupations account for nearly 60 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	20620			100.0
MANAGERS & OFFICERS	3070			14.9
Managers, Store	1460	1420	1500	7.1
Managers, Automobile Service Department	850	825	875	4.1
Managers, Parts Department	670	645	695	3.2
All Other Managers	90	N/A		0.4
PROFESSIONAL OCCUPATIONS	240			1.2
Accountants & Auditors	240	230	255	1.2
SALES OCCUPATIONS	4165			20.2
Salespersons	4000	3925	4070	19.4
Sales Clerks	165	145	185	0.8
CLERICAL OCCUPATIONS	3135			15.2
Bookkeepers, Hand	765	735	800	3.7
Cashiers	365	345	390	1.8
General Clerks	870	835	910	4.2
Secretaries	120	105	135	0.6
Switchboard Operators/Receptionists	225	210	235	1.1
Stock Clerks, Storeroom & Warehouse	740	715	770	3.6
All Other Clerical Workers	50	N/A		0.2

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	7410			35.9
Foremen, Nonworking	340	315	365	1.6
Repair & Maintenance Occupations	6545			31.7
Body Repair Workers, Automotive	(1540)	1485	1595	(7.5)
Mechanics, Automotive	(4915)	4840	4995	(23.8)
Mechanics, Diesel	(90)	65	115	(0.4)
Delivery & Route Workers	290	275	310	1.4
All Other Semiskilled Workers	15	N/A		0.1
All Other Unskilled Workers	220	N/A		1.1
AUTOMOBILE SERVICEMEN (Except MECHANICS AND REPAIRMEN)	1860			9.0
Automobile Repair-Service Salespersons	480	460	495	2.3
Cleaners, Vehicle	1095	1050	1135	5.3
Painters, Automotive	285	265	300	1.4
SERVICE OCCUPATIONS	740			3.6
Janitors, Porters, & Cleaners	720	690	750	3.5
All Other Service Occupations	20	N/A		0.1

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: APPAREL AND ACCESSORY STORES IN INDIANA
(SIC 56)

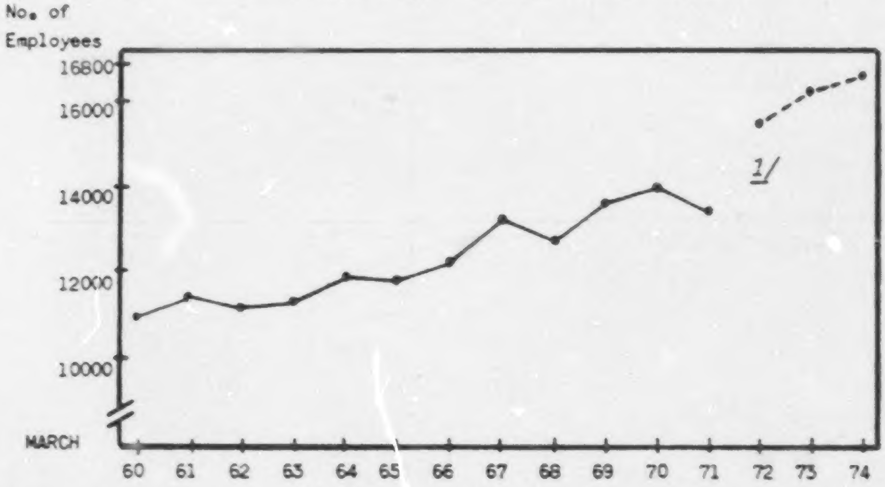
Retail stores which primarily sell clothing, shoes, hats, underwear, and related articles for personal wear and adornment.

In 1974, more than 16,500 persons were employed in the retail apparel and accessory trade industry in Indiana. These workers were employed in over 1,875 establishments throughout the State. More than one-third of the establishments and nearly one-half of the total employment are found in Allen, Lake, Marion, St. Joseph, and Vanderburgh Counties. There was an increase statewide of more than 43 per cent in the number of establishments since 1960. During this same 14-year period, employment increased more than 41 per cent.

The growth of both the number of establishments and the employment is due largely to the development of suburban and peripheral shopping centers and the increase in the number of specialty shops for men's, women's, and children's clothing in these new retail centers.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
APPAREL AND ACCESSORIES STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

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STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: APPAREL AND ACCESSORY STORES IN INDIANA
(SIC 56)

Sales people make up 58.4 per cent of the total employment in the retail apparel and accessory trade industry in Indiana. Ranking second are store managers who account for 13.5 per cent of the total. Alteration tailors and cashiers are both reported for 4.4 per cent. These four occupations account for 80.7 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	16590			100.0
MANAGERS & OFFICERS	2610			15.7
Buyers	325	295	350	2.0
Managers, Store	2235	2145	2325	13.5
All Other Managers	50	N/A		0.3
PROFESSIONAL OCCUPATIONS	10	10	10	0.1
SALES OCCUPATIONS	9685			58.4
Salespersons	3595	3355	3840	21.7
Sales Clerks	6090	5800	6375	36.7
CLERICAL OCCUPATIONS	3010			18.1
Office Clerical Occupations	1805			10.9
Bookkeepers, Hand	(375)	335	410	(2.3)
Cashiers	(735)	675	795	(4.4)
General Clerks	(555)	505	610	(3.3)
Secretaries	(85)	75	100	(0.5)
Typists	(55)	45	65	(0.3)
Shipping & Receiving Clerical Occupations	1115			6.7
Shipping/Receiving Clerks	(290)	240	335	(1.8)
Stock Clerks, Sales Floor	(570)	465	675	(3.4)
Stock Clerks, Storeroom & Warehouse	(255)	230	280	(1.5)
All Other Clerical Workers	90	N/A		0.5

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	920			5.5
Alteration Tailors	730	655	805	4.4
Maintenance Workers, General Utility	45	40	55	0.3
All Semiskilled Workers	145	N/A		0.9
SERVICE OCCUPATIONS	355			2.1
Janitors, Porters, & Cleaners	300	270	330	1.8
All Other Service Workers	55	N/A		0.3

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: MEN'S AND BOY'S CLOTHING AND FURNISHING STORES IN INDIANA
(SIC 561)

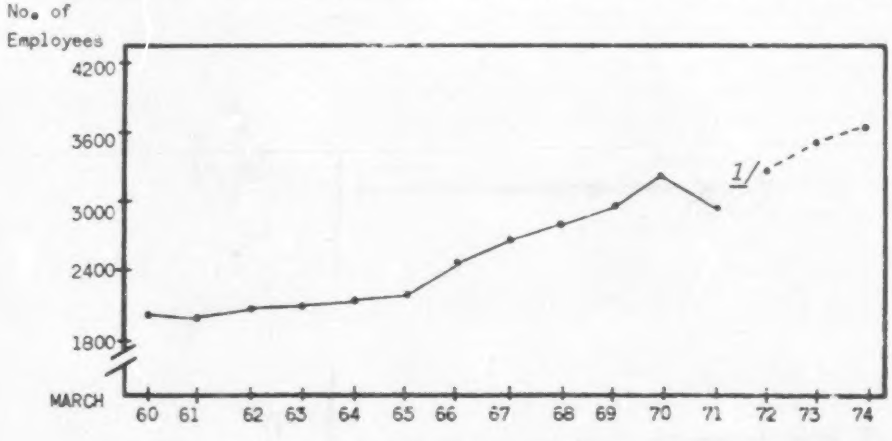
Retail stores which sell men's and boy's ready-to-ware clothing and furnishings.

In 1974, more than 3,600 persons were employed in the retail men's and boy's clothing and furnishing trade industry in Indiana. These workers were employed in almost 400 establishments throughout the State with the greater concentration in the larger metropolitan centers. Approximately 40 per cent of the establishments and 60 per cent of the total employment in this industry are located in the counties of Allen, Lake, Marion, St. Joseph, Tippecanoe, and Vanderburgh. There was an increase of more than 28 per cent in the number of establishments since 1960. Employment increased more than 40 per cent during this same 14-year period.

The growth of both the number of establishments and the employment is due largely to the development of suburban and peripheral shopping centers and the increase in the number of shops specializing in men's and boy's clothing.

The graph below shows the employment for this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
MEN'S AND BOY'S CLOTHING AND FURNISHING STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: MEN'S AND BOY'S CLOTHING AND FURNISHINGS STORES IN INDIANA (SIC 561)

Sales people make up 52.3 per cent of the total employment in the retail men's and boy's clothing and furnishing trade industry in Indiana. Store managers rank second and account for 14.7 per cent of the total. Alteration tailors are reported for 10.2 per cent and general clerks make up 4.8 per cent. These four occupations account for 82 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	2695			100.0
MANAGERS & OFFICERS	450			16.7
Buyers	45	40	50	1.7
Managers, Store	395	370	425	14.7
All Other Managers	10	N/A		0.4
SALES OCCUPATIONS	1410			52.3
Salespersons	675	610	740	25.0
Sales Clerks	735	655	810	27.3
CLERICAL OCCUPATIONS	485			18.0
Office Clerical Occupations	345			12.8
Bookkeepers, Hand	(80)	70	95	(3.0)
Cashiers	(90)	80	105	(3.3)
General Clerks	(130)	115	150	(4.8)
Secretaries	(20)	15	25	(0.7)
Typists	(25)	20	30	(0.9)
Shipping & Receiving Clerical Occupations	130			4.8
Shipping/Receiving Clerks	(40)	30	50	(1.5)
Stock Clerks, Sales Floor	(65)	45	85	(2.4)
Stock Clerks, Storeroom & Warehouse	(25)	20	30	(0.9)
All Other Clerical Workers	10	N/A		0.4

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	300			11.1
Alteration Tailors	275	250	305	10.2
Delivery & Route Workers	10	10	15	0.4
All Semiskilled Workers	15	N/A		0.6
SERVICE OCCUPATIONS	50			1.9
Janitors, Porters, & Cleaners	40	30	45	1.5
All Other Services	10	N/A		0.4

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: WOMEN'S READY-TO-WEAR STORES IN INDIANA
(SIC 562)

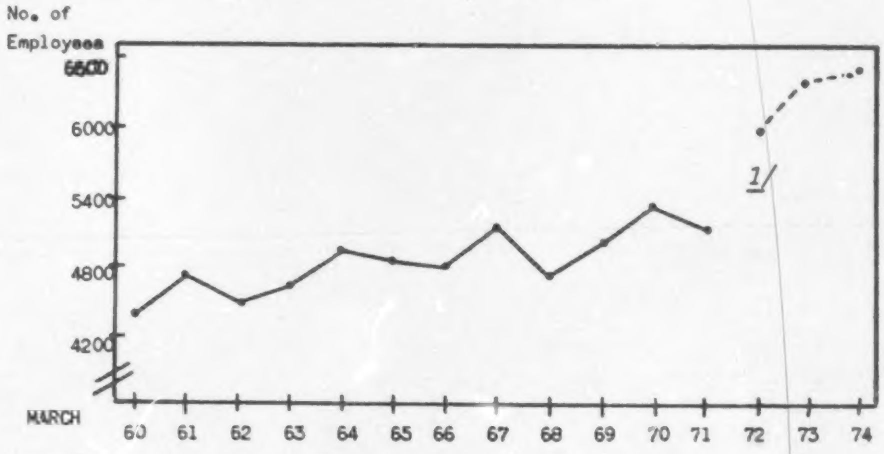
Retail stores which primarily sell women's ready-to-wear coats, suits, and dresses.

In 1974, the retail women's ready-to-wear trade industry in Indiana employed more than 6,500 persons. These workers were employed in about 650 establishments throughout the State. Nearly 37 per cent of these establishments were located in Allen, Elkhart, Lake, Marion, St. Joseph, and Vanderburgh Counties. These six counties accounted for 40 per cent of the total employment. There was a statewide increase of more than 36 per cent in the number of establishments since 1960 with an employment increase of more than 38 per cent during this same 14-year period.

The growth of both the number of establishments and the employment is due largely to the development of suburban and peripheral shopping centers and the increase in the number of shops specializing in women's clothing.

The employment in this industry from 1960 through 1974 is shown in the following graph.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
WOMEN'S READY-TO-WEAR STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: WOMEN'S READY-TO-WEAR STORES IN INDIANA
(SIC 562)

Sales people make up 59.8 per cent of the total employment in the retail women's ready-to-wear trade industry in Indiana. Ranking second are store managers who account for 10.0 per cent of the total. Cashiers are reported for 5.3 per cent. General clerks with 4.1 per cent of the total rank fourth and alteration tailors make up 3.6 per cent. These five occupations account for 82.8 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	6960			100.0
MANAGERS & OFFICERS	920			13.2
Buyers	220	190	250	3.2
Managers, Store	695	640	750	10.0
All Other Managers	5	N/A		0.1
PROFESSIONAL OCCUPATIONS	15			0.2
All Professional Occupations	15	N/A		0.2
SALES OCCUPATIONS	4165			59.8
Salespersons	1065	905	1230	15.3
Sales Clerks	3100	2915	3285	44.5
CLERICAL OCCUPATIONS	1300			18.7
Office Clerical Occupations	790			11.4
Bookkeepers, Hand	(135)	115	160	(1.9)
Cashiers	(370)	325	415	(5.3)
General Clerks	(285)	245	320	(4.1)
Shipping & Receiving Clerical Occupations	425			6.1
Shipping/Receiving Clerks	(145)	125	160	(2.1)
Stock Clerks, Sales Floor	(120)	100	140	(1.7)
Stock Clerks, Storeroom & Warehouse	(160)	150	175	(2.3)
All Other Clerical Workers	85	N/A		1.2

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	330			4.7
Alteration Tailors	250	205	295	3.6
Maintenance Workers, General Utility	30	25	40	0.4
All Unskilled Workers	50	N/A		0.7
SERVICE OCCUPATIONS	230			3.3
Janitors, Porters, & Cleaners	195	170	220	2.8
All Other Service Occupations	35	N/A		0.5

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: FURNITURE AND HOME FURNISHING STORES IN INDIANA
(SIC 57)

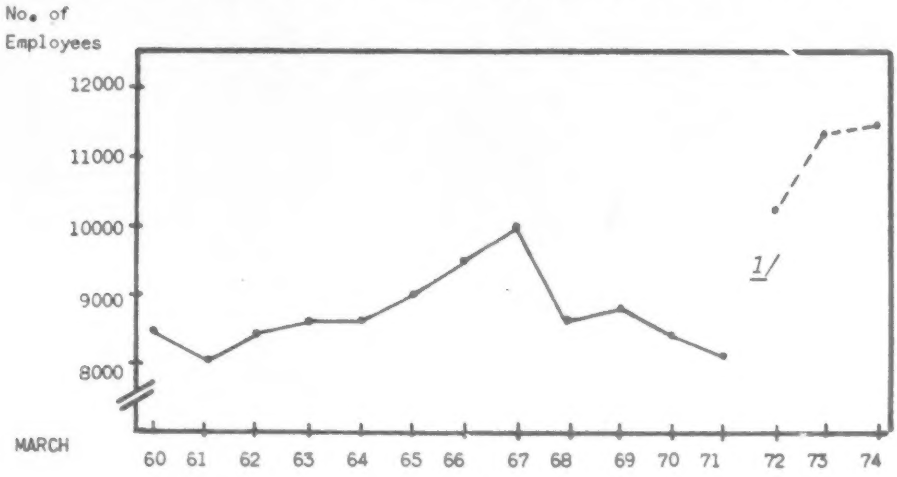
Retail stores selling goods used for furnishing the home such as furniture, floor coverings, draperies, glass and chinaware, domestic stores refrigerators, and other household electrical and gas appliances.

In 1974, more than 11,400 persons were employed in the retail furniture and home furnishing trade industry in Indiana. These workers were employed in over 1,860 establishments throughout the State with the greater concentration in the larger metropolitan centers. Approximately 30 per cent of the establishments and 45 per cent of the total employment in this industry are located in Allen, Lake, Marion, St. Joseph, and Vanderburgh Counties.

There was an increase of more than 66 per cent in the number of establishments since 1960. During this same 14-year period, employment increased more than 18 per cent. The number of small sized stores increased in this period while employment increased at a much smaller rate.

Employment for this industry from 1960 through 1974 is shown in the following graph.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
FURNITURE, HOME FURNISHINGS AND EQUIPMENT STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: FURNITURE AND HOME FURNISHINGS STORES IN INDIANA
(SIC 57)

Sales people make up 30.6 per cent of the total employment in the retail furniture and home furnishing trade industry in Indiana. Store managers rank second accounting for 12.1 per cent of the total. Delivery and route workers are reported for 5.9 per cent. Ranking fourth are television service and repair workers with 5.4 per cent. Hand bookkeepers make up 5.2 per cent of the total. These five occupations account for 59.2 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	11635			100.0
MANAGERS & OFFICERS	1600			13.7
Buyers	120	105	130	1.0
Managers, Store	1405	1345	1465	12.1
All Other Managers	75	N/A		0.6
PROFESSIONAL OCCUPATIONS	260			2.2
Designers	165	145	190	1.4
All Other Professional Workers	95	N/A		0.8
SALES OCCUPATIONS	3555			30.6
Salespersons	2980	2850	[illegible]	25.6
Sales Clerks	575	480	665	4.9
CLERICAL OCCUPATIONS	2395			20.6
Office Clerical Occupations	1660			14.3
Bookkeepers, Hand	(605)	565	645	(5.2)
Cashiers	(225)	200	250	(1.9)
General Clerks	(540)	485	600	(4.6)
Secretaries	(235)	200	265	(2.0)
Switchboard Operators/Receptionists	(55)	45	65	(0.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	680			5.8
Shipping Packers	(90)	65	115	(0.8)
Shipping/Receiving Clerks	(185)	165	205	(1.6)
Stock Clerks, Sales Floor	(80)	60	95	(0.7)
Stock Clerks, Storeroom & Warehouse	(325)	295	360	(2.8)
All Other Clerical Workers	55	N/A		0.5
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	3490			30.0
Repair & Maintenance Occupations	1215			10.4
Household Appliance Installation Workers	(205)	160	245	(1.8)
Household Appliance Repair Workers	(285)	245	325	(2.4)
Piano/Organ Tuners	(55)	40	75	(0.5)
Refrigeration Mechanics	(45)	25	65	(0.4)
Television Service & Repair Workers	(625)	540	710	(5.4)
Furniture, Carpet, Drapery & Related Occupations	935			8.0
Carpet Cutters/Layers	(425)	365	480	(3.7)
Floorlayers	(115)	85	145	(1.0)
Furniture Finishers	(95)	85	110	(0.8)
Furniture Upholsterers	(90)	60	120	(0.8)
Sewing Machine Operators, Regular Equipment	(210)	160	265	(1.8)
Material Handling Occupations	1140			9.8
Delivery & Route Workers	(685)	620	745	(5.9)
Truck Drivers	(455)	400	505	(3.9)
All Other Skilled Workers	80	N/A		0.7
All Other Semiskilled Workers	30	N/A		0.2
All Other Unskilled Workers	90	N/A		0.8
SERVICE OCCUPATIONS	335			2.9
Janitors, Porters, & Cleaners	335	310	365	2.9

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: EATING AND DRINKING PLACES IN INDIANA
(SIC 58)

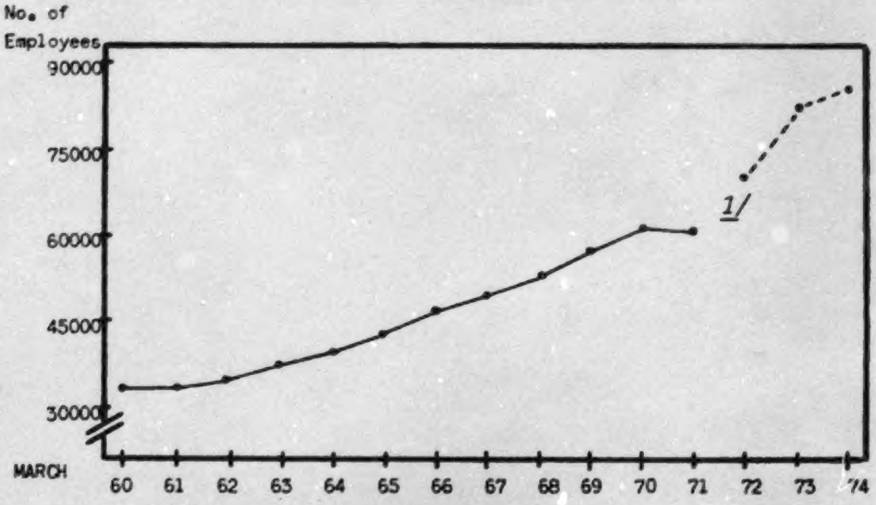
Retail establishments selling prepared foods and drinks for immediate consumption.

In 1974, more than 85,000 persons were employed in the retail eating and drinking trade industry in Indiana. These people were employed in over 6,800 establishments located throughout the State in proportion to the population. Since 1960 the number of establishments has increased more than 64 per cent while employment has increased more than 148 per cent.

The growth in this industry stems from two factors, the increased number of franchised eating places and the increase in the number of meals eaten away from home. There has been a steady increase during the past several decades in the number of meals eaten way from home and this has created a demand for the services provided by the retail trade eating establishments. The acceptance by the public of the variety of franchise type food establishments has increased the number, especially those that provide fast food with a limited staff.

The following graph shows the employment in this industry from 1960 through 1974:

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
EATING AND DRINKING PLACES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: EATING AND DRINKING PLACES IN INDIANA (SIC 58)

Waiters and waitresses account for 26.4 per cent of all employment in the retail eating and drinking trade industry in Indiana. Ranking second are food preparation and service workers who make up 16.9 per cent of the total. Short order cooks are reported at 10.1 per cent and kitchen helpers rank fourth with 6.9 per cent. Restaurant cooks make up 5.6 per cent. Restaurant managers and lunchroom counter workers each account for 5.5 per cent. These seven occupations account for more than 76 per cent of all employment in this retail trade industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	88920			100.0
MANAGERS & OFFICERS	5720			6.4
Directors, Food & Beverage	385	315	455	0.4
Managers, Restaurant	4885	4545	5220	5.5
All Other Managers	450	N/A		0.5
SALES OCCUPATIONS	110			0.1
CLERICAL OCCUPATIONS	4115			4.6
Bookkeepers, Hand	960	795	1120	1.1
Cashiers	2995	2645	3340	3.4
All Other Clerical Workers	160	N/A		0.2
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	565			0.6
Automobile Service-Station Attendants	225	120	325	0.3
All Other Skilled Workers	175	N/A		0.2
All Other Unskilled Workers	165	N/A		0.2
FOOD SERVICE OCCUPATIONS	76155			85.6
Foremen, Nonworking	1230	1030	1435	1.4
Bakers, Bread	555	310	800	0.6
Bartenders	3660	3070	4250	4.1
Bus Boys/Girls	4620	4205	5030	5.2
Cooks, Restaurant	4950	4395	5505	5.6
Cooks, Short Order	9015	7955	10075	10.1
Counter Workers, Lunchroom	4930	4200	5660	5.5

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
FOOD SERVICE OCCUPATIONS (Continued)				
Food Preparation & Service Workers	15030	13390	16670	16.9
Hostesses, Restaurant	1200	1060	1335	1.3
Kitchen Helpers	6175	5660	6690	6.9
Pantry Workers	1020	900	1145	1.1
Waiters/Waitresses	23505	22220	24790	26.4
All Other Food Service Workers	265	N/A		0.3
SERVICE OCCUPATIONS (Except Food)	2255			2.5
Janitors, Porters, & Cleaners	2245	1885	2605	2.5
All Other Service Workers	10	N/A		0.0

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: MISCELLANEOUS RETAIL STORES IN INDIANA
(SIC 59)

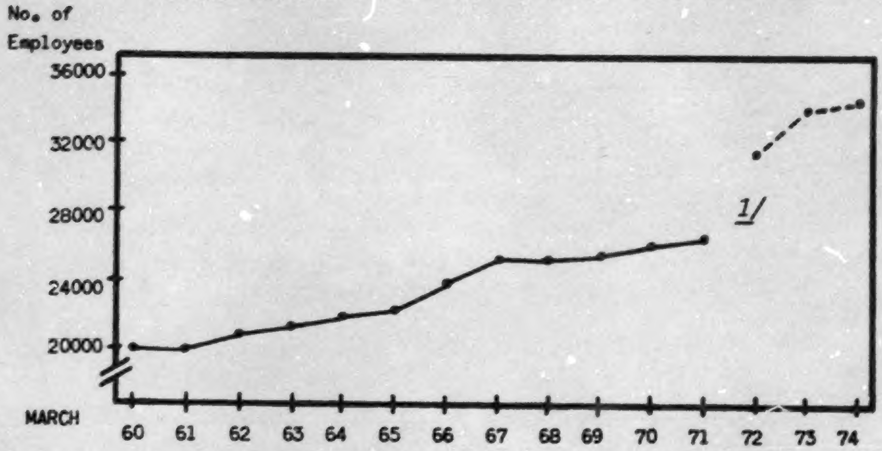
Miscellaneous retail stores (not included in other retail publications) which fall into the following subgroups: (1) drug stores, (2) liquor stores, (3) secondhand stores, (4) book and stationery stores, (5) sporting goods stores and bicycle shops, (6) farm and garden supply stores, (7) jewelry stores, (8) fuel and ice dealers, and (9) miscellaneous retail stores not elsewhere classified.

In 1974, more than 34,600 persons were employed in miscellaneous retail stores in Indiana. These workers were employed in almost 4,775 establishments throughout the State. More than one-third of the establishments are located in Allen, Elkhart, Lake, Marion, St. Joseph, and Vanderburgh Counties. The employment in these six counties makes up nearly one-half of the total employment in the industry. There was an increase of more than 66 per cent in the number of establishments state-wide since 1960. Employment increased more than 51 per cent during the same 14-year period.

The growth of both the number of establishments and the employment is due in part to the trend toward specialty shops, which may deal in books and stationery, sporting goods, and jewelry items. Many of these shops are located in shopping centers. Also, the development of suburban residential areas has caused an increase in drug, liquor, and farm and garden stores in these locations to service these new residents.

Employment for this industry from 1960 through 1974 is shown in the following graph.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: MISCELLANEOUS RETAIL STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: MISCELLANEOUS RETAIL STORES IN INDIANA
(SIC 59)

Sales people make up 31.9 per cent of the total employment in miscellaneous retail stores in Indiana. Store managers rank second with 8.9 per cent of the total. Cashiers account for 8.8 per cent. Pharmacists and delivery and route workers each make up 5.7 per cent of the total. General clerks are reported at 5.3 per cent. These six occupations account for 66.3 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	34800			100.0
MANAGERS & OFFICERS	3715			10.7
Buyers	295	270	320	0.8
Managers, Store	3085	2985	3190	8.9
All Other Managers	335	N/A		1.0
PROFESSIONAL & TECHNICAL OCCUPATIONS	2620			7.5
Accountants & Auditors	255	230	280	0.7
Pharmacists	1995	1905	2080	5.7
Pharmacy Helpers	185	160	210	0.5
All Other Professional Workers	185	N/A		0.5
SALES OCCUPATIONS	11105			31.9
Salespersons	4885	4615	5155	14.0
Sales Clerks	6220	5925	6520	17.9
CLERICAL OCCUPATIONS	9810			28.2
Office Clerical Occupations	6940			19.9
Bookkeeping & Billing Machine Operators	(430)	385	470	(1.2)
Bookkeepers, Hand	(960)	905	1015	(2.8)
Cashiers	(3065)	2890	3240	(8.8)
General Clerks	(1855)	1720	1990	(5.3)
Secretaries	(455)	410	495	(1.3)
Typists	(175)	155	195	(0.5)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	2750			7.9
Marking Clerks	(355)	310	400	(1.0)
Shipping/Receiving Clerks	(425)	375	470	(1.2)
Stock Clerks, Sales Floor	(1265)	1170	1365	(3.6)
Stock Clerks, Storeroom & Warehouse	(705)	585	825	(2.0)
All Other Clerical Workers	120	N/A		0.3
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	5315			15.3
Repair & Maintenance Occupations	615			1.8
Bicycle Repair Workers	(95)	65	125	(0.3)
Gas-Appliance Service Workers	(235)	195	280	(0.7)
All Other Mechanics & Repair Workers	(285)	N/A		(0.8)
Repair Related Occupations	445			1.3
Jewelers/Silversmiths	(210)	170	250	(0.6)
Optician Dispensing/Optical Mechanics	(235)	165	305	(0.7)
Material Handling Occupations	2215			6.4
Delivery & Route Workers	(1970)	1840	2100	(5.7)
Truck Drivers	(245)	205	285	(0.7)
All Other Skilled Workers	310	N/A		0.9
All Other Semiskilled Workers	1055	N/A		3.0
All Other Unskilled Workers	675	N/A		1.9
FOOD SERVICE OCCUPATIONS	1200			3.4
Cooks, Short Order	485	430	540	1.4
Counter Workers, Lunchroom	705	610	805	2.0
All Other Food Service Occupations	10	N/A		0.0
SERVICE OCCUPATIONS (Except Food)	1035			3.0
Janitors, Porters, & Cleaners	925	865	985	2.7
All Other Service Workers	110	N/A		0.3

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: DRUG STORES AND PROPRIETARY STORES IN INDIANA
(SIC 591)

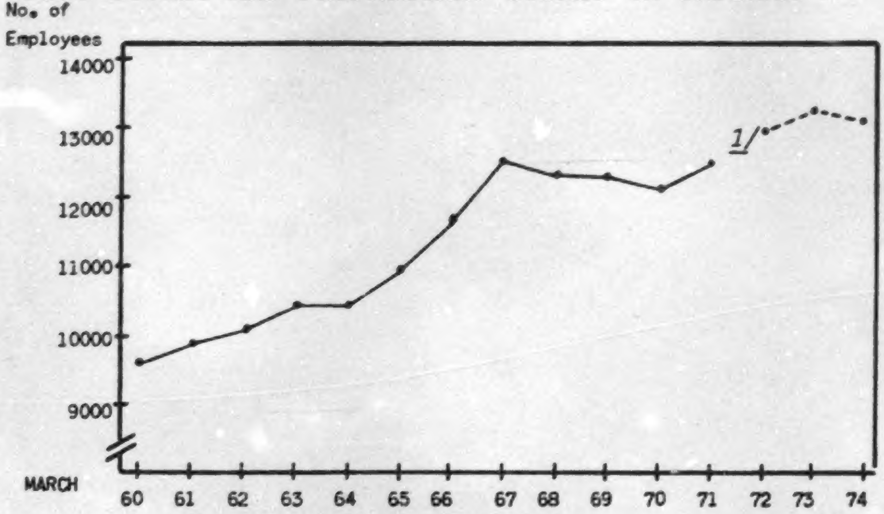
Retail stores which primarily sell prescription drugs and patent medicines, and may carry a number of related lines such as cosmetics, toiletries, tobacco, and novelty merchandise.

More than 13,100 persons were employed in drug stores and proprietary stores in Indiana in 1974. These workers were employed in about 1,000 establishments distributed throughout the State in proportion to the population concentration. More than one-third of the establishments are located in Allen, Elkhart, Lake, Marion, St. Joseph, and Vanderburgh Counties. Over one-half of the total employment in this industry is located in these same six counties. The number of establishments statewide increased more than 9 per cent since 1960, while employment increased more than 32 per cent during the same 14-year period.

The small increase in the number of establishments in this segment can be traced to the decline of independent retail drug stores and the greater increase in employment due to an increase in chain operations, which sell many products in addition to the regular pharmacy items with a larger number of employees.

The graph below shows the employment for this industry from 1960 through 1974.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
DRUG STORES AND PROPRIETARY STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ *Coverage changed from four or more to one or more.*

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: DRUG STORES AND PROPRIETARY STORES IN INDIANA
(SIC 591)

Sales people make up 26.8 per cent of the employment in drug stores and proprietary stores in Indiana. Ranking second are cashiers, accounting for 17.6 per cent. Pharmacists are reported at 12.7 per cent of the total employment. This is the largest professional occupation reported in the wholesale and retail trade industry and 85 per cent of the pharmacists in the wholesale and retail trade industry are employed in this segment. Sales floor stock clerks make up 6.2 per cent and store managers make up 5.3 per cent. These five occupations account for 68.6 per cent of all employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	13475			100.0
MANAGERS & OFFICERS	960			7.1
Buyers	85	70	95	0.6
Managers, Store	715	675	760	5.3
All Other Managers	160	N/A		1.2
PROFESSIONAL & TECHNICAL OCCUPATIONS	2015			15.0
Accountants & Auditors	95	75	110	0.7
Pharmacists	1710	1645	1775	12.7
Pharmacy Helpers	165	135	190	1.2
All Other Professional Workers	45	N/A		0.3
SALES OCCUPATIONS	3610			26.8
Salespersons	975	875	1070	7.2
Sales Clerks	2635	2450	2815	19.6
CLERICAL OCCUPATIONS	5080			37.7
Office Clerical Occupations	3435			25.5
Bookkeeping & Billing Machine Operators	(95)	65	125	(0.7)
Bookkeepers, Hand	(245)	215	270	(1.8)
Cashiers	(2375)	2225	2525	(17.6)
General Clerks	(610)	510	710	(4.5)
Secretaries	(110)	95	130	(0.8)

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
Shipping & Receiving Clerical Occupations	1565			11.6
Marking Clerks	(235)	195	280	(1.7)
Shipping/Receiving Clerks	(130)	105	150	(1.0)
Stock Clerks, Sales Floor	(840)	770	915	(6.2)
Stock Clerks, Storeroom & Warehouse	(360)	255	465	(2.7)
All Other Clerical Workers	80	N/A		0.6
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	280			2.1
Delivery & Route Workers	220	190	250	1.6
All Other Semiskilled Workers	60	N/A		0.5
FOOD SERVICE OCCUPATIONS	1020			7.6
Cooks, Short Order	395	340	445	2.9
Counter Workers, Lunchroom	625	540	710	4.6
SERVICE OCCUPATION, (Except Food)	510			3.8
Janitors, Porters, & Cleaners	445	415	475	3.3
All Other Service Workers	65	N/A		0.5

NOTE: N/A - Not Applicable.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES: FARM AND GARDEN SUPPLY STORES IN INDIANA

(SIC 596)

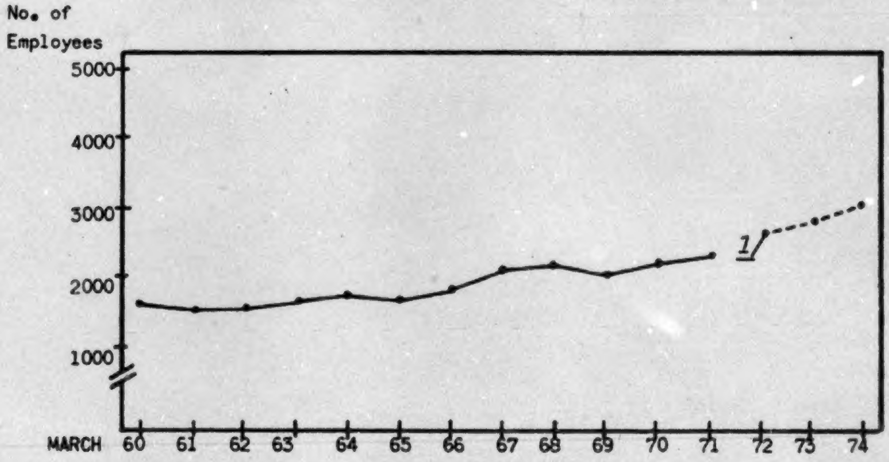
Retail stores which primarily sell, hay, grain, feed, seeds, bulbs, and nursery stock, and other farm, lawn, and garden supplies and tools.

The retail farm and garden supply trade industry in Indiana employed more than 3,000 persons in 1974. These workers were employed in more than 435 establishments throughout the State. There was an increase of more than 50 per cent in the number of establishments since 1960. Employment has increased more than 70 per cent in the same 14-year period.

The growth in both the number of establishments and the employment can be atributed in part to the increase in home gardening used as a means to reduce family grocery bills as well as the growth of the do-it-yourself lawn and flower garden hobbies.

The graph below indicates the employment in this industry during the years 1960 through 1974.

EMPLOYMENT TRENDS IN RETAIL TRADE INDUSTRIES:
FARM AND GARDEN SUPPLY STORES IN INDIANA



NOTE: Trend based on employment covered by the Indiana Employment Security Act.

1/ Coverage changed from four or more to one or more.

STAFFING PATTERNS IN RETAIL TRADE INDUSTRIES: FARM AND GARDEN SUPPLY STORES IN INDIANA
(SIC 596)

Sales people make up 22.4 per cent of the total employment in the retail farm and garden supply trade industry. Store managers rank second with 11.8 per cent of the total. Delivery and route workers account for 9.1 per cent. Semiskilled workers, not included in other listed occupations, make up 8.9 per cent and laborers another 8.4 per cent. These five occupations account for 60.6 per cent of the total employment in this industry.

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
TOTAL	2370			100.0
MANAGERS & OFFICERS	330			3.9
Managers, Store	280	265	300	11.8
All Other Managers	50	N/A		2.1
PROFESSIONAL & TECHNICAL OCCUPATIONS	30			1.3
Accountants & Auditors	20	15	25	0.8
All Other Professional Workers	10	N/A		0.4
SALES OCCUPATIONS	530			22.4
Salespersons	450	430	470	19.0
Sales Clerks	80	60	105	3.4
CLERICAL OCCUPATIONS	570			24.1
Office Clerical Occupations	355			15.0
Bookkeeping & Billing Machine Operators	(20)	15	30	(0.8)
Bookkeepers, Hand	(85)	75	95	(3.6)
Cashiers	(50)	45	55	(2.1)
General Clerks	(160)	145	175	(6.8)
Secretaries	(40)	30	50	(1.7)
Shipping & Receiving Clerical Occupations	200			8.4
Marking Clerks	(15)	10	25	(0.6)
Shipping/Receiving Clerks	(60)	45	75	(2.5)
Stock Clerks, Sales Floor	(55)	40	75	(2.3)
Stock Clerks, Storeroom & Warehouse	(70)	55	85	(3.0)
All Other Clerical Workers	15	N/A		0.6

OCCUPATION	OCTOBER 1973 EMPLOYMENT	RANGE OF ACCURACY		PER CENT OF TOTAL
REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS	865			36.5
Repair & Maintenance Occupations	60			2.5
Mechanics, Farm Equipment	(35)	10	65	(1.5)
Mechanics, Maintenance	(15)	5	20	(0.6)
All Other Mechanics & Repair Workers	(10)	N/A		(0.4)
Material Handling Occupations	295			12.4
Delivery & Route Workers	(215)	195	235	(9.1)
Truck Drivers	(80)	65	95	(3.4)
All Other Skilled Workers	100	N/A		4.2
All Other Semiskilled Workers	210	N/A		8.9
All Other Unskilled Workers	200	N/A		8.4
SERVICE OCCUPATIONS	45			1.9
Janitors, Porters, & Cleaners	25	20	35	1.1
All Other Service Workers	20	N/A		0.8

NOTE: N/A - Not Applicable.

OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM

OCCUPATIONAL TITLES AND DEFINITIONS FOUND IN THE WHOLESALE AND RETAIL TRADE INDUSTRIES

MANAGERS & OFFICERS

Buyers--Buys merchandise for one or more selling departments. Allocates buying funds for specified period to departments; analyzes past buying and selling records; considers current fashion and market trends to forecast sales and inventory levels; and prepares plans for buying merchandise.

Directors, Food and Beverage--Coordinates activities of workers engaged in preparing and serving food and beverages in hotel, chain of hotels, or restaurant to insure profitable food service and plans, and arranges for banquets and other social functions.

Managers, Automobile Service Department--Coordinates and supervises activities of workers in one or more service departments of automobile accessories sales-service establishments; assists sales personnel in adjusting customer's service complaints; hires, transfers, and discharges workers; supervises activities of workers engaged in testing new equipment and recommends purchase or rejection of equipment; determines work standards and evaluates workers' performance.

Managers, Merchandise--Formulates merchandising activities in wholesale or retail establishment. Determines markup and mark down percentages necessary to insure profit, amount of merchandise to be stocked; and directs buyers in purchase of supplies for resale.

Managers, Parts Department--Manages retail automotive parts establishment or department of repair shop or service station. Requisitions new stock; verifies cash receipts and keeps sales records; hires, trains, and discharges workers. May sell parts.

Managers, Restaurant--Supervises and coordinates the activities of workers in a restaurant, coffee shop, or an establishment selling alcoholic beverages for consumption on the premises.

Managers, Store--Manages retail store, performing the following duties personally or through subordinates. Hires, trains, and discharges employees; plans work schedules and supervises workers; prepares purchase orders; formulates price policies; etc.

Wholesalers--Manages wholesale trade enterprise engaged in buying merchandise and selling it to retailers or to industrial or commercial consumers.

All Other Managers--Include all managers not classified above.

PROFESSIONAL & TECHNICAL OCCUPATIONS

Accountants and Auditors--Include persons concerned with examining, analyzing, and interpreting accounting records for the purpose of giving advice or preparing statements and installing and advising on systems of recording costs or other financial and budgetary data.

Designers--Include persons who are concerned with designing and/or arranging objects and materials to achieve artistic or decorative effects for apparel, interior, or other commercial items. May also create, mark out, or draw designs for items such as furniture and machinery (Product Design). Designers are generally designated according to article or products designed such as Clothes Designers; Industrial Designers; or according to type of design work as Embroidery Designers.

Engineers--Include persons concerned with practical application of physical laws and principles of engineering for the development and utilization of machines, materials, instruments, processes, and services. Count as engineers all persons actually engaged in chemical, civil, electrical, mechanical, metallurgical, or any other type of engineering work at a level which requires knowledge of engineering equivalent at least to that acquired through completion of a 4-year college course with a major in one of these fields, regardless of whether they hold a college degree. Include all engineers in research and development, production, technical services, sales, and other positions which require them to use the indicated level of knowledge in their work. Exclude persons trained in engineering, but currently employed in positions not requiring the use of such training. Include Architectural Engineers; Exclude Architects.

Electrical & Electronic Technicians--Count in this group technicians with a background in electrical or electronic theory, physical science, and mathematics which enables them to perform jobs above the routine operating or maintenance levels. Normally, such employees are engaged in constructing, repairing, testing, installing, modifying, operating, or even designing a variety of production or experimental types of complex electrical or electronic equipment.

Pharmacist--Compounds and dispenses medications, following prescriptions issued by physician, dentist, or other authorized medical practitioner.

Pharmacy Helpers--Mixes pharmaceutical preparations, under direction of Pharmacist. Issues medicines, labels and stores supplies, and cleans equipment and work areas.

All Other Professional Workers--Include all other professional workers not classified above.

All Other Technicians--Include all other technicians not classified above.

SALES OCCUPATIONS

Display Workers & Window Trimmers--Include workers concerned with planning and executing commercial displays, such as those in windows and interiors of retail stores and those used in trade exhibitions.

Sales Clerks--Include persons who sell any of a large variety of goods or services, usually inexpensive and not requiring much more knowledge of the goods or services other than price. May write out sales slips and ring up sale on cash register.

Salespersons (Salesmen)--Include persons concerned wholly or primarily with selling when knowledge of the goods or services sold is required. Also may sell services and/or products such as books, magazines, notions, brushes, etc., by going from house to house without making appointments or following leads from management or other workers.

All Other Sales Workers--Include all other sales related workers not classified above.

CLERICAL OCCUPATIONS

Clerical Supervisors--Supervises and coordinates activities of workers engaged chiefly in one type of clerical function such as typing, filing, bookkeeping, tabulating data, etc. May assume responsibility for completion of work assignments by clerical force being supervised and for the accuracy of completed assignments. This classification does not include working supervisors (those spending 20% or more of their time at tasks similar to those of employees under their supervision).

Adjustment Clerks--Investigates customer complaints about unsatisfactory service, damaged incorrect merchandise, or incorrect billing of accounts.

Bookkeepers, Hand--Keeps record of financial transactions of establishment or keeps one section of set of financial records.

Bookkeeping and Billing Machine Operators--Billing work involves the operation of special billing machines, generally combination typing and adding machines, to prepare statements, bills, and invoices. Bookkeeping work involves the operation of bookkeeping machines to copy and post data, make computations, and/or compile records of transactions.

Cashiers--Receives and disburses money in establishments other than banks. Usually involves use of adding machines, cash registers, and change makers. Include Cashier-Checkers in this group.

Credit Authorizers--Authorizes credit charges against customer's account.

General Clerks--Workers should be classified as General Clerks only if their duties are too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments, and may include a combination of bookkeeping, typing, stenography, office machine operation, etc.

CLERICAL OCCUPATIONS (Continued)

Keypunch Operators--Operates a keypunch machine to record or verify alphabetic and/or numeric data on tabulating cards, disk or tape.

Marking Clerks--Prints and attaches price tickets to articles of merchandise using one or several methods, such as marking price on tickets by hand or using ticket-printing machine.

Order Clerks--Processes orders for material or merchandise from customer or company employee. Informs customer of receipt of order, prices, shipping date, delays, or additional information needed on order. May route orders to departments for filling and follow up on orders to insure prompt delivery. May be assigned according to method of receiving orders as Mail-Order Clerk; Telephone Order Clerk; or according to type of order handled as Back-Order Clerks.

Payroll/Timekeeping Clerks--Computes wages and posts wage data to payroll and/or keeps a daily record showing time of arrival and departure from work of company employees. Computes earnings from timesheets and work tickets, using calculator. Operates posting machine to compute and subtract deductions. Enters net wages on earnings record card, check stub, and payroll sheet.

Personnel Clerks--Compiles and keeps personnel records. Records data for each employee such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability and on date of and reason for termination. Compiles and types reports from employment records. Files employment records. Searches employee files and furnishes information to authorized persons.

Secretaries--Schedules appointments; gives information to caller; takes and transcribes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

Shipping Packers--Assembles, packs, addresses, stamps, loads, and ships merchandise or material. Specific duties may include the following: Counts and compares quantity and identification numbers of units against order; assembles wooden or cardboard containers or selects preassembled container; inserts items into containers; moves container to shipping dock. May be designated according to specialty as Freight Clerks; Reshipping Clerks.

Shipping/Receiving Clerks--Receives incoming shipments of merchandise and/or prepares merchandise for shipment and keeps records pertaining thereto. May supervise other shipping room workers, such as Shipping Packers.

Stock Clerks, Sales Floor--Receives, stores, and issues merchandise on sales floor. Stocks shelves, racks, cases, bins, and tables with merchandise and arranges display of items to attract customer. May periodically take physical count of stock, check and mark merchandise, etc.

CLERICAL OCCUPATIONS (Continued)

Stock Clerks, Storeroom and Warehouse--Receives, stores and issues equipment, material, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard. Work involves a combination of the following: Checking incoming orders; storing supplies; applying identifications to articles; issuing supplies; taking periodic inventory or keeping perpetual inventory; making up necessary reports; requesting or ordering supplies when needed.

Switchboard Operators--Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.

Switchboard Operators/Receptionists--In addition to performing duties of switchboard operator, acts as receptionist and may also type or perform routine clerical work as part of regular duties. The typing or clerical work may take part of this worker's time while at switchboard.

Typists--Types letters, reports, stencils, forms, addresses, or other straight-copy material from rough draft or corrected copy. May perform other clerical duties as assigned.

All Other Clerical Workers--Include all other clerical workers not classified above.

All Other Office Machine Operators--This group includes all other office machine operators not classified above.

REPAIR, MAINTENANCE, & MATERIAL HANDLING OCCUPATIONS

Foremen, Nonworking--Supervises and coordinates activities of workers in maintenance, construction, repair, material handling, and powerplant occupations. Studies work schedules and estimates man-hour requirements for completion of job assignment. This classification does not include working foremen (those spending 20% or more of their time at tasks similar to those of employees under their supervision).

Alteration Tailors--Alters clothing to fit individual customers or repairs defective garments, following alteration or repair tags or marks on garments.

Automobile Repair-Service Salespersons (Salesmen)--Inspects and tests automobiles and trucks to determine need for and cost of repairs.

Automobile Service-Station Attendants--Services automobiles, buses, trucks, and other automotive vehicles with fuel, lubricants, and accessories. May lubricate vehicle and change motor oil, replace lights or other accessories such as windshield-wiper blades, fan belts, etc., or install anti-freeze. May repair or replace tires. Collects payments for services and supplies in cash or by completing credit card sales form.

Baggers--Bags groceries in sack or carton and carries or pushes them in cart to customer's car.

Bicycle Repair Workers (Bicycle Repairmen)--Repairs and services bicycles, using handtools.

Body Repair Workers, Automotive (Body Repairmen)--Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, light trucks and buses.

Carpenters--Performs the carpentry duties necessary to construct and maintain in good repair structural woodwork and equipment in an establishment, performing such duties as making and repairing counters, benches, partitions, floors, doors, and building framework.

Carpet Cutters/Layers--Measures, marks, cuts, and lays carpet, rugs, and linoleum to size using floor dimensions or diagrams.

Cleaners, Vehicle--Cleans interior and exterior of transportation vehicles, such as automobiles, and buses. Washes automobiles or vehicles, sweeps and cleans interiors of the vehicles; may polish automobile body.

Delivery & Route Workers--Drives truck or other vehicle over an established route to deliver, sell, and display products.

Floorlayers--Applies blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative covering to floor, walls, and cabinets.

Furniture Finishers--Finishes or refines damaged, worn, or used furniture or new high-grade furniture to specified color or finish, utilizing knowledge of wood properties, finishes, and furniture styling.

Furniture Upholsterers--Repairs and rebuilds upholstered furniture, using handtools and knowledge of fabrics and upholstery methods.

Gas-Appliance Service Workers (Servicemen)--Installs and repairs gas meters, regulators, ranges, heaters, and refrigerators in customers' establishment, using manometer, voltmeter, handtools, and pipe-threading tools.

Glaziers--Installs glas in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.

Household Appliance Installation Workers (Installation Men)--Installs household appliances, such as refrigerators, washing machines, stoves, and television receiving sets, in customer's homes, using handtools.

Household Appliance Repair Workers (Repairmen)--Repairs gas and electric appliances and equipment, such as refrigerators, ranges, washing machines, hot water heaters, toasters and irons, using handtools. Disassembles appliance and examines parts for defects. Repairs defective parts, using handtools. Advises customer on use and care of appliance. May estimate cost of repair; may install appliances.

Industrial Truck Operators--Drives gasoline or electric powered industrial truck or tractor, equipped with forklift, elevating platform or trailer hitch, to push, pull, or lift, stack, or tier merchandise, equipment, or bulk materials, in warehouse, storage yard, or factory.

Jewelers/Silversmiths--Fabricates, assembles, and repairs fine jewelry or silverware. Jewelers form model and mold of jewelry articles; cut, saw, file, solder, and polish articles, using handtools and polishing wheel. Silversmiths anneal workpieces, solder, hammer, shape, cut open design in ornamentation, and glue articles. A silversmith may operate a lathe to form silverware articles.

Machinists--Sets up and operates machine tools and fits and assembles parts to repair metal parts, mechanisms, tools or machines of an establishment applying knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. Studies specifications, such as blueprint, sketch or description of part ot be replaced, and plans sequence of operations.

Maintenance Workers, General Utility--Keeps the machines and mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Duties involve the performance of operations and the use of tools and equipment of several trades, rather than specialization in one trade or one type of maintenance work only.

Mechanics, Automotive--Repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. May be designated according to specialty as Automobile Mechanic; Motor Differential Repairman; Engine-Repair Mechanic; Truck Mechanic.

Mechanics, Diesel--Repairs and maintains diesel engines used to power machines, such as autos, buses, trucks, ships, electric generators, and construction machinery, using handtools, precision-measuring instruments, and metalworking tools.

Mechanics, Farm Equipment--Maintains, repairs, and overhauls farm machinery, equipment, and vehicles such as tractors, harvesters, pumps, tilling equipment, trucks and other mechanized, electrically powered, or motor driven equipment, on farms or in farm equipment repair shops.

Mechanics, Maintenance--Repairs in accordance with diagrams, operation manuals, or manufacturer's specifications, machinery and mechanical equipment of an establishment such as cranes, pumps, motors, conveyor systems, and production machines.

Mechanics, Refrigeration--Installs, services, and repairs refrigerating and cooling systems according to blueprints and engineering specifications using knowledge of refrigeration, structural layout, and function and design of components.

Millmen--Sets up and operates variety of woodworking machines to surface, cut, and shape lumber, and to fabricate parts for wood products, such as doors, door and window frames, furniture, and sashes, according to specifications. Workers who are primarily concerned with one or a limited number of machine phases should be classified according to their speciality.

Office Machine Service Workers (Servicemen)--Repairs and services office machines, such as adding, accounting, and calculating machines, typewriters, and other business machines, such as cash registers and duplicating machines.

Optician Dispensing/Optical Mechanics--Performs one or more of the following duties: Sets up and operates machines to grind and polish eyeglass lenses to prescription specifications, and assembles lenses into frames; fabricates lenses to prescription specifications, assists customer in selection of frames and fits frame to customer; fits contact lenses to prescription specifications.

Order Fillers--Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customer's orders or other instructions. In addition to filling orders and indicating items filled or omitted, may keep records of out-going orders, requisition additional stock, or report short supplies to supervisor and perform other related duties.

Packagers, Hand or Machine--Include workers who assemble containers; place materials and products into containers; cover articles or goods with cellophane, paper, and other wrapping materials; clean, close, label, stencil, and stack articles and containers; and operate or tend filling, packing, or wrapping machines.

Painters, Automotive--Repaints automotive vehicles, such as automobiles, buses, and trucks. Removes old paint, masks portions of automobiles not to be painted, and sands rough spots. Mixes and applies paint, enamel, or other finishes to metal surfaces with brush or spray guns.

Piano/Organ Tuners--Tunes pianos and/or electronic organs using appropriate tools such as tuning forks, tuning hammers or electronic test equipment. Piano Tuner strikes note and compares pitch with that of standard tuning fork. Turns string pin with tuning hammer to adjust tension on string until pitch of string and tuning fork correspond. Organ Tuner uses electronic test equipment to tune organ, and may mount and correct speakers to unit.

Plumbers/Pipe Fitters--Installs pipe systems that carry water, steam, air, or other liquids or gases needed for sanitation, industrial production, or other uses. Also alters and repairs existing pipe systems and installs plumbing fixtures, appliances, and heating and refrigerating units.

Seamstresses--Makes, alters, and repairs garments, draperies, and slipcovers, according to pattern or customer specification, using sewing machines or by hand sewing.

Sewing Machine Operators, Regular Equipment--Operates single or multiple needle sewing machines to join parts in the manufacture of such products as carpets, draperies, bedspreads, and textile bags. May also repair awnings, tents, Venetian blinds.

Sheet Metal Workers--Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Work may involve any of the following: Sets up and operates fabricating machines to cut, bend, and straighten sheet metal; shapes metal over anvils, blocks, or forms, using hammer; operates soldering and welding equipment to join sheet metal parts; inspects, assembles, and smooths seams and joints of burred surfaces.

Television Service/Repair Workers (Repairmen)--Repairs and adjusts radios and television receivers, phonographs, tape-recorders, and other electronic-audio equipment. May specialize in one area of repair and be designated radio repairman, tape recorder repairman, etc.

Tire Changers--Removes worn-out and damaged tires from automobiles, buses, trucks, and other automotive vehicles, by removing wheels from vehicle; separating tire from wheel; reassembling new tire or recapped tire onto wheel; and remounting wheel onto vehicle. May repair damaged tires of vehicle by plugging puncture of tubeless tire or patching inner tube of tube-type tire.

Truck Drivers--Drives truck or tractor to transport materials to and from specified destinations such as railroad stations, plants, residences, or within industrial yards.

Welders & Flamecutters--Include persons who join, surface, or otherwise repair structures or parts, using gas or electric welding, soldering or brazing equipment with or without filler material; fusing to join or shape lead products or parts, using a gas torch; cutting or perforating metal, using gas or electric cutting equipment.

All Other Mechanics & Repair Workers--Include all other mechanics and repairmen not classified above.

All Other Skilled Workers--Include all other skilled craftsmen and kindred workers in maintenance, construction repair, material handling and operating occupations that predominately require a thorough and comprehensive knowledge of processes involved in the work, the exercise of considerable independent judgment, usually a high degree of manual dexterity, and in some instances, extensive responsibility for valuable product or equipment. Workers in these occupations usually become qualified by serving apprenticeships or completing extensive training periods. Occupations should be counted as skilled if the specific vocational preparation required to perform them involves training or other preparation of more than two years.

All Other Semiskilled Workers--Include all other operatives and semi-skilled workers in maintenance, construction, repair, material handling and operating occupations that are characterized by one, or a combination of the following requirements: The exercise of manipulative ability of a high order but limited to a fairly well-defined work routine; major reliance, not so much upon the worker's judgment or dexterity, but upon vigilance and alertness, in situations in which lapses in performance would cause extensive damage to product or equipment, and the exercise of independent judgment to meet variables in the work situation, which is not based on wide knowledge of a work field and with the nature and extent of the judgments limited either (a) by application over a relatively narrow task situation; or (b) by having important decisions made by others. These occupations may require the performance of part of a craft or skilled occupation, but usually to a relatively limited extent. Occupations should be counted as semi-skilled if the specific vocational preparation required to perform them involves training or other preparation of more than 30 days up to and including two years.

All Other Unskilled Workers--Include all other laborers and unskilled workers in maintenance, construction, repair, material handling, and operating occupations that involve the performance of simple duties that may be learned within a short period of time and that require the exercise of little or no independent judgment. Characteristically, such occupations do not require previous experience in the specific occupation in question, although a familiarity with the occupational environment may be necessary or very desirable. The occupations in this group vary from those involving a minimum of physical exertion to those characterized by heavy physical work. Occupations should be counted as unskilled if the specific vocational preparation required to perform them consists of anything from a short demonstration only up to and including 30 days training or other preparation.

FOOD SERVICE OCCUPATIONS

Bakers--Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods.

Bakers, Bread--Prepares and bakes bread, rolls, muffins, biscuits, cakes, pies, cookies, and puddings according to recipe by measuring and mixing ingredients, shaping and molding dough into desired shape, placing pans of dough in oven, etc.

Bartenders--Mixes and serves alcoholic and nonalcoholic drinks to patrons of bar, following standard recipes.

Bus Boys/Girls--Performs any combination of the following duties to facilitate food service. Carries dirty dishes from dining room to kitchen. Replaces soiled table linens and sets tables with silverware and glassware, etc. Replenishes supply of clean linens, silverware, and glassware. Supplies service bar with food, such as soups, salads, and desserts. Serves ice water and butter to patrons. May also serve coffee to patrons. May wash tables.

Butcher/Meat Cutters--Include workers concerned with cutting and otherwise preparing meat for cooking in hotels and restaurants, or for sale in wholesale and retail trade.

Cooks, Restaurant--Prepares, seasons, and cooks soups, meats, vegetables, desserts and other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, plan menu, etc.

Cooks, Short Order--Prepares and cooks to order all kinds of food for consumption which require only a short time to prepare. May take order from customer and serve patron at counters or tables. May prepare specialty foods such as pizza, fish and chips, tacos, etc. May be designated according to type of food prepared, such as Hamburger-Fry Cook; Cook, Pizza; Sandwich Man; etc. Additional duties may include carving meats, making sandwiches, and brewing coffee.

Counter Workers, Lunchroom (Counterman)--Serves food to diners at counter or from steamtable.

Doughnut Makers--Mixes, forms, and fries dough to produce doughnuts. May operate a machine that automatically forms and fries doughnuts.

Food Preparation and Service Workers--This worker is employed in a fast food type restaurant whose menu is limited to one or two primary items such as hamburgers, roast beef, or chicken. The workers duties are rotated between counter service and kitchen duties in such a way that any one worker will perform all or most duties and operate all or most equipment over a period of time. From day to day his job title will change according to his duties (i.e., grill worker; french fry man, or counter worker).

Hostesses, Restaurant--Welcomes patrons, seats them at tables or in lounge, and insures quality and rapidity of facilities and services.

Kitchen Helpers--Performs tasks to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition.

Pantry Workers (Pantrymen)--Prepares salads, appetizers, sandwich fillings, and other cold dishes.

Waiters/Waitresses--Serves food and/or beverages to patrons at table or counter. Usually takes order from patron and makes out check. May set table with linen and silverware and take payment from patron.

All Other Food Service Workers--Include all other food service workers not classified above.

SERVICE OCCUPATIONS (EXCEPT FOOD)

Foremen, Nonworking--Supervises and coordinates activities of workers in service occupations. Studies work schedules and estimates man-hour requirements for completion of job assignment. This classification does not include working foremen (those spending 20% or more of their time at tasks similar to those of employees under their supervision).

Checkers, Fitting Room--Counts garments carried into fitting rooms by customers, checks returned garments for shortages, and performs miscellaneous related duties.

Cosmetologists--Provides beauty services for customers. Suggests hair styles, cuts, trims, shampoos, bleaches, and dyes hair. Applies lotions and creams to customer's face and neck. Performs other services such as giving massages and polishing nails. May specialize in dressing hair according to latest style or period or a new style especially for patron. Include instructors who work in beauty shops or beauty culture schools.

Guards, Watchmen, & Doorkeepers--Guard: Stands guard or walks about premises of business or industrial establishment to prevent theft, violence, or infractions of rules; to direct patrons or employees; and answer questions relative to services of establishment. Watchman: Guards industrial or commercial property against fire, theft, vandalism, and illegal entry. Doorkeeper (Gateman): Stands guard at entrance gate for industrial plant and grounds,warehouse, or other property to control traffic to and from buildings and grounds.

Janitors, Porters, & Cleaners--Keeps building in clean and orderly condition; may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks.

Store Detectives--Protects property, merchandise, and money of store or similar establishment by detecting thieving, shoplifting, or other unlawful practices by public or by employees.

All Other Service Workers--Include all other service workers not classified above.

METHODOLOGY

This survey was conducted in accordance with procedures developed by the Employment & Training Administration, the Bureau of Labor Statistics, and the States participating in the Occupational Employment Statistics program. Criteria used for sample selection, making the estimates, and the final publication are included in the OCCUPATIONAL EMPLOYMENT STATISTICS SURVEY OPERATIONS MANUAL, 1st Edition.

The Sample

A sample was selected from a listing of all wholesale and retail trade establishments covered by the Indiana Employment Security Act. The act covers all employers with one or more employees. The sample included all employers with 100 or more employees and a smaller proportion of those as the employment size interval decreased. The sample included 5,986 establishments from a universe of 33,484, representing 17.9 per cent of the universe establishments. The sample covered 202,070 employees from the total of 396,474, or 51 per cent of all covered employment.

The Survey

The wholesale and retail trade survey consisted of 10 schedules tailored to the occupational staffing patterns usually found in the various major groups or subgroups. The survey was conducted in 1973-74 through an initial mailout with two follow-ups for those who had not responded. In addition, telephone calls and in-person visits were made to employers who had not responded but who were critical to the validity of the estimates in their industries.

The Response

Usable responses were received from 4,265 employers representing 71.2 per cent of the sample establishments and 75.4 per cent of the sample employment.

Accuracy of the Survey Responses

The questionnaires were reviewed by the staff for reported employment, staffing patterns, and occupations listed and respondents were contacted for clarification when necessary.

OCCUPATIONAL EMPLOYMENT ESTIMATING PROCEDURES

The responses were grouped into seven employment sizes for each of the two and/or three-digit industries in each survey. Each size group within an industry was reviewed to determine if the responses represented a statistically sufficient percentage of the total. In some instances it was necessary to combine size groups within an industry to insure sufficient response. These size groups were blown up to the total of that size group of that industry in the State.

SAMPLING ERROR

Because a sample was used for the survey rather than all wholesale and retail trade employers, the data presented are estimates, not total counts, and the possibility of error exists. The variation of the estimates from a count of all employment is shown in the range of accuracy. This range indicates the possibile number of employees for each occupation in an industry survey. This means that the chances are two out of three (a 68 per cent confidence level) that results of a survey of all establishments would produce figures that would not differ more than the amount shown in the ranges.

Since these are employment estimates, the figures have been rounded. Due to rounding, the per cent of the employment in occupations of the industry may not always total 100 per cent.

N/A - means "not applicable" and is shown for occupational groupings made up of several occupations too small to be estimated individually and for which no range of accuracy can be determined.